

**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

**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 Employee Performance Evaluation for the Superintendent/Principal

4.2 Public Employment

FHS 2019-2020 Varsity Football Coach

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) Report
- 8.7 Local Control Accountability Plan (LCAP) Report
- 8.8 2018-2019 Budget Report
- 8.9 Elementary School 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 (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

**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 5111.1 District Residency
- 10.2 Receive/Discuss/Approve BP 5125 Student Records
- 10.3 Receive/Discuss Crisis Management Plan Process

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

**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

**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:** March 13, 2019

**SUBJECT:**

Regular Board Meeting Minutes (February 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

**February 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 6:30 p.m.

**2.0 ADJUSTMENTS TO THE AGENDA**

Add 4.3 – Public Employment – FHS Spring Sports Athletic Director  
9.9 – Approve FHS APUSH (AP US History Class) overnight Field Trip Request  
10.4 - Approve Low Performing Students' Block Grant Plan

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

None

**4.0 ADJOURN TO CLOSED SESSION**

President Jorgensen adjourned to closed session at 6:35 p.m.  
Pursuant to Government Code Section 54957.6

4.1 Public Employee Performance Evaluation for the Superintendent/Principal

4.2 Negotiations

Conference with Labor Negotiators

Negotiators – Beth Anderson

Organization – Ferndale Unified Teacher's Association

4.3 Public Employment

FHS Spring Athletic Trainer

**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 tabled until the March Meeting, 4.2 will be discussed when the board reconvenes after open session. 4.3 – the board approved the recommendation of the administration to retain Jodi Grinsell as FHS ATC for the spring season.

## **6.0 WELCOME/FLAG SALUTE**

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

Dave Carter spoke of the recent incident regarding racism. He encouraged the school to work with the youth to overcome racism. He felt the initial response was positive.

Meridith Oram commented that she works with HSU and HCOE and was previously a sub in this district. She feels others from outside the area expressed feelings of not being safe in this area if they are of color.

Lia Martin felt that the incident is happening at all schools not just Ferndale but we are being pointed out. She encouraged conversations with all local administrators to make sure they are all on the same page.

Scharla Benton introduced herself as the mom of one of the students that made a bad choice. She assured all present that he is not racist, he just responded to something said to him. They are having family discussions about the issue and she felt Supt. Anderson handled the situation well.

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

- 8.1 Student Representative Report- FHS reps were not available as they were playing basketball
- 8.2 Certificated Representative Report – Jeff Michael, FHS History teacher covered various activities in classes at FHS. He reported that on March 7, FES eighth grade will be at FHS to present their History Day projects to the high school students and vice versa. He went on to share that the FHS APUSH class will be going to Washington DC, Boston and New York May 24-June 1. There are nine students and two teachers traveling and they have raised \$19000 of the \$22000 needed to date.
- 8.3 Classified Representative Report - none
- 8.4 Facilities Report – Supt. Anderson reported that the slide at FES will be installed next week and the roof at FHS will be repaired as well. A water line broke at the high school but was quickly fixed. A self contained refrigeration unit is ready for install at FHS and the new bleachers for FES gym have been ordered.
- 8.5 Board Member Reports/Announcements – Danella Barnes-Penman shared that the board received a group email regarding Engineers week.  
President Jorgensen said she appreciated everyone that was present at the board meeting. She explained that she was in a tough position as both a parent and member of the board (referring to the Hoopa incident). She felt we should use this as a learning opportunity. We can only take responsibility for our place in this situation, mistakes were made and lessons were learned. There are consequences for those actions.
- 8.6 School Improvement Grant (SIG) Report – Principal Griffith said the ILT met on January 23 with Peter Stoll from HCOE. They looked at PBIS and self-rated, identifying areas to improve upon. He said he recently attended a conference on Restorative Practices where he learned a lot and will be sharing with the staff. The next ILT meeting is February 26.
- 8.7 Local Control Accountability Plan (LCAP) Report – Supt. Anderson reported that almost all data is in and we are looking at goals from last year. We now need to look on how we can improve. Input meeting will start in March and April with the ELAC, SSC and board meetings.
- 8.8 2018-2019 Budget Report – Denise Grinsell said that she is completing the 2<sup>nd</sup> Interim reporting process that will be shared with the board at the March meeting.

8.9 Elementary School Principal Report – Principal Griffith shared that the recently had their 100<sup>th</sup> day of school celebration. Spelling Bee competition was held today (February 13) and the 7<sup>th</sup> grade Science Fair is tomorrow. Basketball is wrapping up, there will be a primary assemble on March 1, Dr. Seuss's birthday is coming up. 8<sup>th</sup> grade students will be coming to FHS to share their History Day projects on March 7 and there will be a Multi-cultural Festival the end of March. Ferndale Garden Club is donating money to FES Special Ed program. A thank you letter was received from Paradise for the money raised from the penny drive.

8.10 High School Principal/Superintendent Report – Supt. Anderson reported that FFA competition season has begun. ASB is doing a Valentine's Day fundraiser and will have a rally after break. There will be am Academic Awards assembly coming up and the Winter Sports awards banquet is scheduled for the end of the month. Spring sports are starting up and we have a WASC visit in March. Supt. Anderson went on to update to board on the recent incident at the Hoopa girls' basketball game. She said she was proud of our students and there were lots of learning moments for her as well.

## **9.0 CONSENT AGENDA ITEMS**

- 9.1 Approve Board Meeting Minutes - Regular Meeting (January 9, 2019)
- 9.2 Approve Commercial Warrants (January 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
- 9.6 Approve FHS Spring Athletic Schedules
- 9.7 Approve Professional Development Daily Stipend for Far North Math Conference
- 9.8 Approve Elementary School Overnight Trip to Wolf Creek Environmental Camp
- 9.9 Approve AP US History Class Overnight Fields Trip Request

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

## **10.0 ACTION ITEMS**

- 10.1 Approve Ferndale High School Accountability Report Card (SARC)

A motion was made by Cory Nunes and seconded by Jerry Hansen to approve Ferndale High School Accountability Report Card (SARC). Roll call vote summary: ayes 5-0 noes.

- 10.2 Approve Ferndale Elementary School Accountability Report Card (SARC)

A motion was made by Corrie Pedrotti and seconded by Cory Nunes to approve Ferndale Elementary School Accountability Report Card (SARC). Roll call vote summary: ayes 5-0 noes.

- 10.3 Approve Ferndale Elementary School Single Plan for Student Achievement (SPSA)

A motion was made by Cory Nunes and seconded by Jerry Hansen to approve Ferndale Elementary School Single Plan for Student Achievement (SPSA). Roll call vote summary: ayes 5-0 noes.

- 10.4 Approve Low Performing Student Block Grant Plan

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to approve the Low Performing Student Block Grant Plan. Roll call vote summary: ayes 5-0 noes.

## **11.0 FUTURE AGENDA ITEMS**

- 11.1 Second Interim Report
- 11.2 LCAP Input Sessions
- 11.3 BP 5131.61 Students Voluntary Drug Testing Program
- 11.4 Superintendent Evaluation
- 11.5 Crisis Intervention Handbook

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

- 12.1 Review of correspondence to the board

## **13.0 ADJOURNMENT**

Regular session adjourned back into closed session at 8:19 p.m.

Closed session adjourned and regular reconvened at 8:58 p.m. with no reportable action taken.

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**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.2

**DATE:** March 13, 2019

**SUBJECT:**

Commercial Warrants Summary (February 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 .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190497	BANKE, ERIN		\$684.14
	[REDACTED]	MENTAL HEALTH CONFERENCE	
	[REDACTED]		
		** TOTAL PAYMENT AMOUNT:	\$684.14
PV-190498	CAMPTON ELECTRIC		\$25.37
	605 W CLARK ST	SUPPLIES	
	EUREKA, CA 95501		
		** TOTAL PAYMENT AMOUNT:	\$25.37
PO-190057	CARSPLUS	Conference Registration	\$499.00
	4010 FOOTHILLS BLVD # 103-237	Conference Registration	
	ROSEVILLE, CA 95747-7241		
		** TOTAL PAYMENT AMOUNT:	\$499.00
PV-190509	CASH & CARRY		\$1,338.57
	P.O. BOX 910948	FHS CAF	
	LOS ANGELES, CA 90091-0948		
		** TOTAL PAYMENT AMOUNT:	\$1,338.57
PO-190051	CDW.G	FHS Lab Charge Cart	\$1,398.44
	75 REMITTANCE DR.	FHS Lab Charge Cart	
	SUITE 1515		
	CHICAGO, IL 60675-1515		
		** TOTAL PAYMENT AMOUNT:	\$1,398.44
PV-190510	CRYSTAL CREAMERY		\$620.92
	P.O. BOX 44000	MILK	
	DEPT 33369		
	SAN FRANCISCO, CA 94144-3369		
		** TOTAL PAYMENT AMOUNT:	\$620.92
PV-190499	DEL ORO WATER COMPANY		\$987.11
	DRAWER #5172	WATER	
	FERNDALDE DISTRICT		
	CHICO, CA 95927-5172		
		** TOTAL PAYMENT AMOUNT:	\$987.11
PV-190500	EEL RIVER DISPOSAL CO INC		\$1,534.95
	PO BOX 266	GARBAGE	
	FORTUNA, CA 95540		
		** TOTAL PAYMENT AMOUNT:	\$1,534.95
PV-190501	FERNDALDE TECH		\$250.00
	PO BOX 111	REPAIRS	
	FERNDALDE, CA 95536-0111		
		** TOTAL PAYMENT AMOUNT:	\$250.00

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190503	FORTUNA ACE HARDWARE		\$386.04
		140 S. FORTUNA BLVD.	AG MECH SUPPLIES	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$386.04
	PV-190511	FRANZ FAMILY BAKERIES		\$262.96
		P.O. BOX 742654/	BREAD	
		LOS ANGELES, CA 90074-2654		
			** TOTAL PAYMENT AMOUNT:	\$262.96
	PO-190055	LEARNING A-Z	Raz Kids Subscription	\$879.60
		PO BOX 844615	Raz Kids Subscription	
		BOSTON, MA 02284-4615		
			** TOTAL PAYMENT AMOUNT:	\$879.60
	PV-190504	PITNEY BOWES		\$561.36
		PURCHASE POWER	FES POSTAGE	
		P.O. BOX 371874		
		PITTSBURG, PA 15250-7874		
			** TOTAL PAYMENT AMOUNT:	\$561.36
	PV-190512	PRO PACIFIC FRESH		\$805.15
		P.O. BOX 1069	FES CAF	
		DURHAM, CA 95938		
			** TOTAL PAYMENT AMOUNT:	\$805.15
	PV-190505	REVOLVING CASH FUND		\$275.92
		FERNDAL UNION HIGH	MILEAGE/AF	
			** TOTAL PAYMENT AMOUNT:	\$275.92
	PV-190506	SEQUOIA GAS CO (C)		\$1,497.74
		926 MAIN STREET	PROPANE	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$1,497.74
	PV-190513	SYSCO		\$2,132.89
		P.O. BOX 138007	FES CAF	
		SACRAMENTO, CA 95813-8007		
			** TOTAL PAYMENT AMOUNT:	\$2,132.89
	PV-190507	TOSTE, TINA		\$755.60
		[REDACTED]	FLIGHT TO AERIES	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$755.60

Board of Trustees Meeting 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190508	WENCE, ALISHA		\$93.72
			MILEAGE 1/22-125/19	
			** TOTAL PAYMENT AMOUNT:	\$93.72
			**** BATCH TOTAL AMOUNT:	\$14,989.48

BATCH: 0033

FERNDALDE UNIFIED  
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting .... 03/13/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190514 WEBSTaurant STORE        SELF CONTAINED FRIG        $32,354.40
      40 CITATION LN                REPLACE LOST CHECK -
      LITIZ, PA 17543-7604
      ** TOTAL PAYMENT AMOUNT:      $32,354.40
      **** BATCH TOTAL AMOUNT:      $32,354.40
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Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190516	ACSA - MSC #06003		\$148.75
		P.O. BOX 742061	FEB DUES	
		LOS ANGELES, CA 90074-2061		
			** TOTAL PAYMENT AMOUNT:	\$148.75
	PV-190515	ALLEN'S COMMERCIAL APPLIANCE		\$180.00
		5197 ERICSON WAY	OVEN REPAIRS	
		STE A		
		ARCATA, CA 95521-9271		
			** TOTAL PAYMENT AMOUNT:	\$180.00
	PV-190542	CAL-ORE GREASE TRAP SERVICES		\$125.00
		P.O. BOX 751	SERVICES	
		CRESCENT CITY, CA 95531		
			** TOTAL PAYMENT AMOUNT:	\$125.00
	PV-190543	CASH & CARRY		\$406.44
		P.O. BOX 910948	FHS CAF	
		LOS ANGELES, CA 90091-0948		
			** TOTAL PAYMENT AMOUNT:	\$406.44
	PV-190517	CHEVRON USA INC		\$762.06
		PO BOX 70995	FUEL	
		CHARLOTTE, NC 28272-0887		
			** TOTAL PAYMENT AMOUNT:	\$762.06
	PV-190518	COURSEY INC, JENDI		\$866.25
		109 W PERKINS ST	CONSULTING	
		UKIAH, CA 95482		
			** TOTAL PAYMENT AMOUNT:	\$866.25
	PV-190545	CRYSTAL CREAMERY		\$156.26
		P.O. BOX 44000	MILK	
		DEPT 33369		
		SAN FRANCISCO, CA 94144-3369		
	PV-190551	CRYSTAL CREAMERY		\$720.32
		P.O. BOX 44000	MILK	
		DEPT 33369		
		SAN FRANCISCO, CA 94144-3369		
			** TOTAL PAYMENT AMOUNT:	\$876.58
	PV-190519	ECOLAB		\$102.47
		26252 NETWORK PL	JAN SERVICES	
		CHICAGO, IL 60673-1262		
			** TOTAL PAYMENT AMOUNT:	\$102.47

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190520	EUREKA OXYGEN 2810 JACOBS AVE EUREKA, CA 95501	SUPPLIES	\$19.88
			** TOTAL PAYMENT AMOUNT:	\$19.88
	PV-190523	FORTUNA AUTO & TRUCK PARTS IN 745 11TH STREET FORTUNA, CA 95540	SUPPLIES	\$34.80
			** TOTAL PAYMENT AMOUNT:	\$34.80
	PV-190521	FORTUNA WHEEL & BRAKE SERVICE 440 S FORTUNA BLVD FORTUNA, CA 95540-2735	TRUCK REPAIRS	\$1,486.65
			** TOTAL PAYMENT AMOUNT:	\$1,486.65
	PV-190546	FRANZ FAMILY BAKERIES P.O. BOX 742654/ LOS ANGELES, CA 90074-2654	BREAD	\$184.01
			** TOTAL PAYMENT AMOUNT:	\$184.01
	PV-190522	FRONTIER P.O. BOX 20550 ROCHESTER, NY 14602-0550	INTERNET	\$70.72
			** TOTAL PAYMENT AMOUNT:	\$70.72
	PV-190524	NILSEN CO P. O. BOX 398 FERNDALDE, CA 95536	SUPPLIES	\$347.73
			** TOTAL PAYMENT AMOUNT:	\$347.73
	PV-190525	NOGA, THERESA	<i>Supplies</i>	\$88.22
			** TOTAL PAYMENT AMOUNT:	\$88.22
	PV-190526	PAPE MACHINERY INC PO BOX 35144 SEATTLE, WA 98124-5144	PARTS	\$146.15
			** TOTAL PAYMENT AMOUNT:	\$146.15
	PV-190527	PITNEY BOWES P. O. BOX 371887 PITTSBURGH, PA 15250-7874	LEASE	\$177.90
			** TOTAL PAYMENT AMOUNT:	\$177.90
	PV-190528	PRESENCE LEARNING INC PO BOX 743532 LOS ANGELES, CA 90074-3532	JAN SPEECH SERVICES	\$10,967.86
			** TOTAL PAYMENT AMOUNT:	\$10,967.86

## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	CM-057639	PRO PACIFIC FRESH		\$8.98-
		P.O. BOX 1069	RETURN	
		DURHAM, CA 95938		
	PV-190549	PRO PACIFIC FRESH		\$1,014.49
		P.O. BOX 1069	FES CAF	
		DURHAM, CA 95938		
			** TOTAL PAYMENT AMOUNT:	\$1,005.51
	PV-190529	PSAT/NMSQT		\$112.00
		12192 COLLECTION CENTER DRIVE	PSAT TESTS	
		CHICAGO, IL 60693-6720		
			** TOTAL PAYMENT AMOUNT:	\$112.00
	PO-190028	RAY MORGAN CO	copier supplies	\$6.81
		3131 ESPLANADE	copier supplies	
		CHICO, CA 95973		
			** TOTAL PAYMENT AMOUNT:	\$6.81
	PV-190531	RENNER PETROLEUM		\$986.47
		PO BOX 4868	GAS	
		EUREKA, CA 95502		
			** TOTAL PAYMENT AMOUNT:	\$986.47
	PV-190532	RESTIF CLEANING SERVICE		\$9,027.80
		PO BOX 3520	CARPETS	
		EUREKA, CA 95502-3520		
			** TOTAL PAYMENT AMOUNT:	\$9,027.80
	PV-190533	SEQUOIA GAS CO (C)		\$890.25
		926 MAIN STREET	PROPANE	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$890.25
	PV-190534	STAPLES		\$437.20
		DEPT. 51 - 7820360344	SUPPLIES	
		P.O. BOX 78004		
		PHOENIX, AZ 85062-8004		
			** TOTAL PAYMENT AMOUNT:	\$437.20
	PV-190535	SUDDEN LINK		\$242.33
		P.O. BOX 660365	INTERNET	
		DALLAS, TX 75266-0365		
			** TOTAL PAYMENT AMOUNT:	\$242.33



## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190550	SYSCO		\$2,861.81
		P.O. BOX 138007	FES CAF	
		SACRAMENTO, CA 95813-8007		
			** TOTAL PAYMENT AMOUNT:	\$2,861.81
	PV-190536	TETRAULT TIRE		\$398.91
		4075 BROADWAY	GAS TANK	
		EUREKA, CA 95503		
			** TOTAL PAYMENT AMOUNT:	\$398.91
	PV-190537	TIPPLE MOTORS INC		\$290.78
		P. O. BOX 578	VAN SERVICES	
		FERNDAL, CA 95536		
			** TOTAL PAYMENT AMOUNT:	\$290.78
	PV-190538	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-190539	U.S. BANK		\$1,443.93
		P.O. BOX 790428	SUPPLIES/MATERIALS	
		ST LOUIS, MO 63179-0428		
			** TOTAL PAYMENT AMOUNT:	\$1,443.93
	PV-190540	VALLEY LUMBER & MILLWORK		\$734.26
		657 SHAW AVENUE	SUPPLIES	
		P.O. BOX 517		
		FERNDAL, CA 95536		
			** TOTAL PAYMENT AMOUNT:	\$734.26
	PV-190541	WENCE, ALISHA		\$105.44
		[REDACTED]	MILEAGE 1/28-2/1/19	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$105.44
	PO-190056	WORTHINGTON DIRECT	FES Lab Furniture by Pare	\$2,361.00
		P.O. BOX 140038	FES Lab Furniture by Parent	
		DALLAS, TX 75214-0038		
			** TOTAL PAYMENT AMOUNT:	\$2,361.00
			**** BATCH TOTAL AMOUNT:	\$40,425.71

## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PO-190052	AERIES SOFTWARE	Scheduling Webinar	\$100.00
		1065 N PACIFICENTER DR	Scheduling Webinar	
		ANAHEIM, CA 92806-2131		
			** TOTAL PAYMENT AMOUNT:	\$100.00
	PV-190572	AMBROSINI & SONS ELECTRIC INC		\$16,289.00
		P.O. BOX 2128	REFRIG ELECTRICAL	
		MCKINLEYVILLE, CA 95519		
			** TOTAL PAYMENT AMOUNT:	\$16,289.00
	PV-190552	AMORZONE ATHLETIC		\$188.50
		22443 GAP RD	EQUIP REPAIR	
		HARRISBURG, OR 97446		
			** TOTAL PAYMENT AMOUNT:	\$188.50
	PV-190575	ANDERSON, BETH		\$463.42
		[REDACTED]	MILEAGE JAN	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$463.42
	PV-190553	ASAP LOCK & KEY		\$9.77
		581 SO. FORTUNA BLVD.	KEYS	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$9.77
	PV-190570	CASH & CARRY		\$769.38
		P.O. BOX 910948	FHS CAF	
		LOS ANGELES, CA 90091-0948		
			** TOTAL PAYMENT AMOUNT:	\$769.38
	PV-190554	FERNDALÉ TECH		\$60.00
		PO BOX 111	TECH REPAIRS	
		FERNDALÉ, CA 95536-0111		
			** TOTAL PAYMENT AMOUNT:	\$60.00
	PV-190555	FRONTIER		\$2,761.20
		P.O. BOX 20550	PHONE	
		ROCHESTER, NY 14602-0550		
			** TOTAL PAYMENT AMOUNT:	\$2,761.20
	PV-190556	GRIFFITH, JEREMY		\$591.42
		[REDACTED]	REST. PRAC CONV	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$591.42

## BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190557	GRINSELL, DENISE		\$63.68
		[REDACTED]	SUPPLIES	
		[REDACTED]	** TOTAL PAYMENT AMOUNT:	\$63.68
	PV-190558	GW PETERSEN PLUMBING		\$195.00
		P.O. BOX 734	REPAIRS	
		FERNDALE, CA 95536	** TOTAL PAYMENT AMOUNT:	\$195.00
	PV-190559	JONES SCHOOL SUPPLY		\$126.00
		PO BOX 2909	AWARDS	
		IRMO, SC 29063	** TOTAL PAYMENT AMOUNT:	\$126.00
	PV-190560	MENDES SUPPLY CO.		\$1,617.91
		1030 W. DEL NORTE STREET	SUPPLIES	
		EUREKA, CA 95501	** TOTAL PAYMENT AMOUNT:	\$1,617.91
	PV-190562	P G & E		\$3,675.06
		2555 MYRTLE AVENUE	POWER	
		EUREKA, CA 95501-9917	** TOTAL PAYMENT AMOUNT:	\$3,675.06
	PV-190561	PARLIAMENTARY PROCEDURE IMC		\$504.00
		P.O. BOX 13753	PARLI PRO BOOKS	
		MILL CREEK, WA 98082-1753	** TOTAL PAYMENT AMOUNT:	\$504.00
	PO-190054	PERMA BOUND	Library books	\$746.59
		617 EAST VANDALIA ROAD	Library books	
		JACKSONVILLE, IL 62650-3599	** TOTAL PAYMENT AMOUNT:	\$746.59
	PV-190563	PITNEY BOWES		\$503.50
		PURCHASE POWER	FHS POSTAGE	
		P.O. BOX 371874		
		PITTSBURG, PA 15250-7874	** TOTAL PAYMENT AMOUNT:	\$503.50
	PV-190564	RENNER PETROLEUM		\$744.46
		PO BOX 4868	DIESEL	
		EUREKA, CA 95502	** TOTAL PAYMENT AMOUNT:	\$744.46

Board of Trustees Meeting .... 03/13/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190565	RESTIF CLEANING SERVICE PO BOX 3520 EUREKA, CA 95502-3520	JAN SERVICES	\$13,112.00
			** TOTAL PAYMENT AMOUNT:	\$13,112.00
	PV-190566	SEQUOIA GAS CO (C) 926 MAIN STREET FORTUNA, CA 95540	PROPANE	\$3,458.98
	PV-190573	SEQUOIA GAS CO (C) 926 MAIN STREET FORTUNA, CA 95540	PROPANE	\$761.67
			** TOTAL PAYMENT AMOUNT:	\$4,220.65
	PV-190567	SIX RIVERS PORTABLE TOILETS P.O. BOX 1329 BLUE LAKE, CA 95525	PORTABLE FAC	\$95.78
			** TOTAL PAYMENT AMOUNT:	\$95.78
	PV-190568	SUTTER CO SUPT OF SCHOOLS 970 KLAMATH LN. YUBA CITY, CA 95993	NUNES BEG TEACHER	\$1,000.00
			** TOTAL PAYMENT AMOUNT:	\$1,000.00
	PV-190569	WILSON, KIMBERLY [REDACTED] [REDACTED]	CARS CONF	\$758.60
			** TOTAL PAYMENT AMOUNT:	\$758.60
			**** BATCH TOTAL AMOUNT:	\$48,595.92
	TOTAL NUMBER OF PAYMENTS:	77	**** GRAND TOTAL AMOUNT:	\$136,365.51

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:** March 13, 2019

**SUBJECT:**

Personnel Activity Report

**DEPARTMENT/PROGRAM:**

Administration/Personnel

**ACTION REQUESTED:**

Approve Personnel Activity Report

**PREVIOUS STAFF/BOARD ACTION:**

Board receives a report when there is any personnel activity.

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

Attached is a list of personnel activity.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

FERNDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT  
March 13, 2019

***CURRENT VACANCIES – 2018-2019 SCHOOL YEAR***

**CERTIFICATED PERSONNEL**

None

**CLASSIFIED PERSONNEL**

None

**COACHING PERSONNEL**

None

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.4

**DATE:** March 13, 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

# Ferndale Elementary

3/1/2019

2018-2019

## GRID CODE DISTRIBUTION REPORT

Page 1

Grid Code	Grd PS	Grd TK	Grd K	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Grd 7	Grd 8	Grd 9	Grd 10	Grd 11	Grd 12	All Grades
-	-	6	33	30	35	38	38	31	35	48	33	-	-	-	-	327
-	-	6	33	30	35	38	38	31	35	48	33	-	-	-	-	327



# Ferndale High School

3/1/2019

2018-2019

## GRID CODE DISTRIBUTION REPORT

Page 1

Grid Code	Grd PS	Grd TK	Grd K	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Grd 7	Grd 8	Grd 9	Grd 10	Grd 11	Grd 12	All Grades
	-	-	-	-	-	-	-	-	-	-	-	29	48	39	34	150
	-	-	-	-	-	-	-	-	-	-	-	29	48	39	34	150

# Ferndale Unified School District

3/1/2019

2018-2019

## GRID CODE DISTRIBUTION REPORT

Page 1

Grid Code	K'garten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	All Grades
38	38	30	35	38	38	31	35	48	33	30	49	39	34	484
38	38	30	35	38	38	31	35	48	33	30	49	39	34	484

# Ferndale Elementary

0

## 2018-2019 Enrollment by Grade and Teacher

	TK		K		1		2		3		4		5		6		7		8											
Teacher	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total									
02: Brazil	1	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
04: Soli	2	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
02: Brazil	-	-	-	9	8	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
04: Soli	-	-	-	8	8	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
03: Collenberg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
23: Meyer	-	-	-	-	-	-	6	9	15	-	-	-	-	-	-	-	-	-	-	-	-									
02: Currier	-	-	-	-	-	-	4	11	15	-	-	-	-	-	-	-	-	-	-	-	-									
01: Griffith	-	-	-	-	-	-	-	-	-	6	11	17	-	-	-	-	-	-	-	-	-									
27: Duggan	-	-	-	-	-	-	6	12	18	-	-	-	-	-	-	-	-	-	-	-	-									
04: McWhorter	-	-	-	-	-	-	-	-	-	12	7	19	-	-	-	-	-	-	-	-	-									
00: Fisk-Becker	-	-	-	-	-	-	10	9	19	-	-	-	-	-	-	-	-	-	-	-	-									
23: Miranda	-	-	-	-	-	-	-	-	-	5	5	10	-	-	-	-	-	-	-	-	-									
00: Fisk-Becker	-	-	-	-	-	-	-	-	-	11	17	28	-	-	-	-	-	-	-	-	-									
23: Rodriguez	-	-	-	-	-	-	-	-	-	-	-	-	8	8	16	-	-	-	-	-	-									
01: Busick	-	-	-	-	-	-	-	-	-	-	-	-	8	7	15	-	-	-	-	-	-									
23: Rodriguez	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	11	25	-	-	-									
02: Rigney	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	4	10	-	-	-									
02: Taylor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	9	16									
24: Totten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	9	16									
02: Rigney	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	9	16									
02: Taylor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
24: Totten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5	10									
School Total:	3	3	6	17	16	33	10	20	30	12	23	35	22	16	38	16	22	38	15	31	20	15	35	21	27	48	17	16	33	154

\* Class total is calculated including Nonbinary gender students

12:21 PM

03/01/19

**Ferndale Unified School District**  
**Reconciliation Detail**  
**FUSD Revolving Cash, Period Ending 01/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,176.22
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	1/23/2019	3015	Alisha Wence	X	-117.16	-117.16
<b>Total Checks and Payments</b>					-117.16	-117.16
<b>Deposits and Credits - 2 items</b>						
Deposit	1/31/2019			X	0.05	0.05
Deposit	1/31/2019			X	1,665.76	1,665.81
<b>Total Deposits and Credits</b>					1,665.81	1,665.81
<b>Total Cleared Transactions</b>					1,548.65	1,548.65
<b>Cleared Balance</b>					1,548.65	2,724.87
<b>Register Balance as of 01/31/2019</b>					1,548.65	2,724.87
<b>Ending Balance</b>					1,548.65	2,724.87

12:21 PM

03/01/19

**Ferndale Unified School District**  
**Reconciliation Summary**  
**FUSD Revolving Cash, Period Ending 01/31/2019**

	Jan 31, 19
<b>Beginning Balance</b>	1,176.22
<b>Cleared Transactions</b>	
<b>Checks and Payments - 1 item</b>	-117.16
<b>Deposits and Credits - 2 items</b>	1,665.81
<b>Total Cleared Transactions</b>	1,548.65
<b>Cleared Balance</b>	2,724.87
<b>Register Balance as of 01/31/2019</b>	2,724.87
<b>Ending Balance</b>	2,724.87



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

3806 TRN S Y ST01

## Business Statement

Account Number:

1 575 1366 8200

Statement Period:

Jan 2, 2019

through

Jan 31, 2019

Page 1 of 2



000090148 01 AB 0.412 106481895758709 P Y  
FERNDAL UNIFIED SCHOOL DIST  
1231 MAIN ST  
FERNDAL CA 95536-9416



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## INFORMATION YOU SHOULD KNOW

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2019. Please contact your banker or Treasury Management consultant for pricing information specific to your account. If you need assistance in reaching your bank contact, call Customer Service at the number listed in the upper right corner of this statement or send an email to Customer Service at [commercialsupport@usbank.com](mailto:commercialsupport@usbank.com).

Effective February 11, 2019 the "Your Deposit Account Agreement" booklet will include an update that may affect your rights. Starting February 11, you may pick up copies at your local branch, view copies at [usbank.com](http://usbank.com), or call 800.USBANKS (1.800.872.2657) to request a copy.

The main update to note in the revised "Your Deposit Account Agreement" booklet section, and sub section, is:

- In section "Terms Applicable to all Deposit Accounts", there is an update in the "Arbitration" subsection now titled "Resolution of Disputes by Arbitration".

Protecting your accounts is our highest priority. We have many safeguards in place to help ensure your accounts are secure. One of these is to close long-term inactive cards. If your U.S. Bank Business Debit or ATM Card has not been used within the last 18 months, it may be closed. You will be notified at a later date in the event that your card will be closed. Please call us with any questions at 800-673-3555.

## NON PROFIT CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-575-1366-8200

### Account Summary

	# Items				
Beginning Balance on Jan 2		\$	1,176.22	Interest Paid this Year	\$ 0.05
Customer Deposits	1		1,665.76	Number of Days in Statement Period	31
Other Deposits	1		0.05		
Checks Paid	1		117.16-		
Ending Balance on Jan 31, 2019		\$	2,724.87		

### Customer Deposits

Number	Date	Ref Number	Amount
	Jan 31	8954367828	1,665.76

Total Customer Deposits \$ 1,665.76

### Other Deposits

Date	Description of Transaction	Ref Number	Amount
Jan 31	Interest Paid	3100001985	\$ 0.05

Total Other Deposits \$ 0.05

### Checks Presented Conventionally

Check	Date	Ref Number	Amount
3015	Jan 23	8656892162	117.16

Conventional Checks Paid (1) \$ 117.16-



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

## Business Statement

Account Number:  
1 575 1366 8200

Statement Period:  
Jan 2, 2019  
through  
Jan 31, 2019

Page 2 of 2



### NON PROFIT CHECKING

(CONTINUED)

U.S. Bank National Association

Account Number 1-575-1366-8200

#### Balance Summary

Date	Ending Balance	Date	Ending Balance
Jan 23	1,059.06	Jan 31	2,724.87

Balances only appear for days reflecting change.

### ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: December 2018

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

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

Service	Volume	Avg Unit Price	Total Charge
<b>Depository Services</b>			
Combined Transactions/Items	32		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-575-1366-8200		\$	0.00

9:14 AM

02/26/19

**Ferndale High School**  
**Reconciliation Summary**  
**Student Body Funds, Period Ending 02/28/2019**

	<b>Feb 28, 19</b>
Beginning Balance	54,762.65
Cleared Transactions	
Checks and Payments - 31 items	-15,754.46
Deposits and Credits - 3 items	20,864.47
Total Cleared Transactions	5,110.01
Cleared Balance	59,872.66
Uncleared Transactions	
Checks and Payments - 6 items	-6,142.27
Deposits and Credits - 1 item	4,450.74
Total Uncleared Transactions	-1,691.53
Register Balance as of 02/28/2019	58,181.13
Ending Balance	58,181.13

9:14 AM

02/26/19

**Ferndale High School**  
**Reconciliation Detail**  
**Student Body Funds, Period Ending 02/28/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						54,762.65
Cleared Transactions						
Checks and Payments - 31 items						
Check	10/16/2018	1740	San Rafael High Gir...	X	-325.00	-325.00
Check	1/9/2019	1792	Jamie Ellsmore	X	-2,716.37	-3,041.37
Check	1/9/2019	1794	Sport & Cycle	X	-2,482.43	-5,523.80
Check	1/9/2019	1791	Jeff Michael	X	-998.04	-6,521.84
Check	1/9/2019	1793	Debra Nickols	X	-154.22	-6,676.06
Check	1/10/2019	1796	Emily Machado	X	-100.00	-6,776.06
Check	1/14/2019	1797	Mirian Alvarado	X	-200.00	-6,976.06
Check	1/17/2019	debit	Best Western	X	-586.16	-7,562.22
Check	1/17/2019	1798	Imprint Logo	X	-491.33	-8,053.55
Check	1/17/2019	1799	Jamie Ellsmore	X	-378.00	-8,431.55
Check	1/17/2019	debit	Costco	X	-342.09	-8,773.64
Check	1/23/2019	1801	Dave Griffiths	X	-698.34	-9,471.98
Check	1/23/2019	debit	Broadway.com	X	-602.50	-10,074.48
Check	1/23/2019	1800	Sequoia Floral	X	-602.44	-10,676.92
Check	1/23/2019	debit	JetBlue	X	-550.00	-11,226.92
Check	1/24/2019	debit	Westside Pizza	X	-252.50	-11,479.42
Check	1/28/2019	debit	Amazon.com	X	-14.00	-11,493.42
Check	1/29/2019	1803	Jamie Ellsmore	X	-827.55	-12,320.97
Check	1/29/2019	1802	Z Best Dining & Ent...	X	-489.00	-12,809.97
Check	1/29/2019	1805	Jeff Michael	X	-86.00	-12,895.97
Check	1/29/2019	1806	Jessica Frisk	X	-86.00	-12,981.97
Check	1/29/2019	1804	Cody Collings	X	-64.50	-13,046.47
Check	2/4/2019	1809	Sport & Cycle	X	-707.49	-13,753.96
Check	2/4/2019	debit	Amtrak	X	-539.00	-14,292.96
Check	2/4/2019	debit	Costco	X	-367.98	-14,660.94
Check	2/4/2019	1808	Alexa Alexandre	X	-216.87	-14,877.81
Check	2/5/2019	debit	Amazon.com	X	-197.67	-15,075.48
Check	2/7/2019	1812	Leslie Borges	X	-154.22	-15,229.70
Check	2/7/2019	1813	Dave Griffiths	X	-101.61	-15,331.31
Check	2/12/2019			X	-9.15	-15,340.46
Check	2/15/2019	1814	Cash	X	-414.00	-15,754.46
Total Checks and Payments					-15,754.46	-15,754.46
Deposits and Credits - 3 items						
Deposit	1/16/2019			X	9,204.92	9,204.92
Deposit	2/6/2019			X	11,658.62	20,863.54
Deposit	2/12/2019			X	0.93	20,864.47
Total Deposits and Credits					20,864.47	20,864.47
Total Cleared Transactions					5,110.01	5,110.01
Cleared Balance					5,110.01	59,872.66
Uncleared Transactions						
Checks and Payments - 6 items						
Check	2/4/2019	1810	Six Rivers Basketba...		-4,672.00	-4,672.00
Check	2/4/2019	1807	Chase Richardson		-1,000.00	-5,672.00
Check	2/7/2019	1811	Theresa Noga		-46.85	-5,718.85
Check	2/15/2019	1817	Ferndale Pizza Co		-155.00	-5,873.85
Check	2/15/2019	1815	Justin Anderson		-150.00	-6,023.85
Check	2/15/2019	1816	Dave Griffiths		-118.42	-6,142.27
Total Checks and Payments					-6,142.27	-6,142.27
Deposits and Credits - 1 item						
Deposit	2/15/2019				4,450.74	4,450.74
Total Deposits and Credits					4,450.74	4,450.74
Total Uncleared Transactions					-1,691.53	-1,691.53
Register Balance as of 02/28/2019					3,418.48	58,181.13
Ending Balance					3,418.48	58,181.13





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YOUR STATEMENT

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

Page: 1 of 2  
Statement Date: 02-12-19  
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	01-14-19 thru 02-12-19
Beginning Balance	54,762.65		
2 Deposits/Credits	20,863.54		
34 Checks/Debits	15,745.31		
Service Charge	9.15		
Interest Paid	0.93		
Ending Balance	59,872.66		

### Transactions

Date	Description	Amount
1-14	POS Pur 5338 Best Weste Best Western Sonoma Sonoma CA	146.54 -
1-14	POS Pur 5338 Best Weste Best Western Sonoma Sonoma CA	146.54 -
1-14	POS Pur 5338 Best Weste Best Western Sonoma Sonoma CA	146.54 -
1-14	POS Pur 5338 Best Weste Best Western Sonoma Sonoma CA	146.54 -
1-15	Deposit	9,204.92
1-15	POS Pur 5338 Costco Whs Costco Whse #0125 Eureka CA	342.09 -
1-23	POS Pur 0127 Jetblue Jetblue 2790614 Salt Lake Cty Ut	550.00 -
1-24	POS Pur 0127 Tdi*Theatr Tdi*Theatre Direct 212-541-8457 NY	14.50 -
1-24	POS Pur 5338 Westside P Westside Pizza Fort Fortuna CA	252.50 -
1-24	POS Pur 0127 Shubert Th Shubert Theater 800-543-4835 NY	588.00 -
1-28	Rec POS 0127 Amazon Pri Amazon Prime Amzn.com/Bill WA	14.00 -
1-29	POS Pur 0127 Costco Whs Costco Whse #0125 Eureka CA	367.98 -
2-04	POS Pur 0127 Amtrak - J Amtrak - Jul0325142 Washington DC	539.00 -
2-05	Deposit	11,658.62
2-05	POS Pur 5338 Amazon.com Amazon.com Seattle WA	197.67 -
2-12	Int Pmt Sys-Gen	0.93
2-12	Cash Handling Fee	9.15 -

Continued on Next Page

### Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1740	1-15	325.00	1798	1-25	491.33	1805	2-05	86.00
1791*	1-15	998.04	1799	2-11	378.00	1806	1-31	86.00
1792	1-16	2,716.37	1800	1-29	602.44	1808*	2-08	216.87
1793	1-14	154.22	1801	2-05	698.34	1809	2-11	707.49
1794	1-15	2,482.43	1802	2-11	489.00	1812*	2-11	154.22
1796*	2-04	100.00	1803	2-11	827.55	1813	2-11	101.61
1797	1-22	200.00	1804	1-30	64.50	1814	2-12	414.00

\* Indicates a Gap in Check Number Sequence

### Service Charge Summary

Cash Handling Fee	9.15
Less Service Charge Waived	15.00

### Interest Summary

Interest Earned	1/14/19 thru 2/12/19
Days in Statement Period	30
Interest Earned	0.93
Annual Percentage Yield Earned	.02%
Interest Paid this Year	1.92
Interest Withheld this Year	0.00

**End of Statement**

002591



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## YOUR STATEMENT

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Page: 1 of 2  
Statement Date: 01-31-19  
Primary Account: XXXXXXXX6467

002591 0.6500 AV 0.383 TR00011

TCBK

COUNTY OF HUMBOLDT  
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ATHLETIC  
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## Small Business Interest Chkg

Account: XXXXXXXX6467

Account #	XXXXXXXX6467	Statement Dates	01-01-19 thru 01-31-19
Beginning Balance	47,169.52		
5 Deposits/Credits	2,279.90		
7 Checks/Debits	2,481.85		
Service Charge	0.00		
Interest Paid	0.80		
Ending Balance	46,968.37		

## Transactions

Date	Description	Amount
1-10	Deposit	400.00
1-10	Deposit	300.00
1-15	Deposit	175.00
1-18	Deposit	1,354.90
1-22	POS Pur 7474 Weaverville Weaverville Victori Weaverville CA	567.00-
1-29	POS Pur 7474 Amazon.com Amazon.com Seattle WA	69.96-
1-31	Deposit	50.00
1-31	Int Pmt Sys-Gen	0.80

## Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
148	1-16	120.00	150	1-22	425.99	306*	1-22	273.90
149	1-08	720.00	151	1-15	305.00			

\* Indicates a Gap in Check Number Sequence

Continued on Next Page

TCBK-002-002591-001-001-190201 002591 X02  
95536978164

Interest Summary

Interest Earned	1/01/19 thru 1/31/19
Days in Statement Period	31
Interest Earned	0.80
Annual Percentage Yield Earned	.02%
Interest Paid this Year	0.80
Interest Withheld this Year	0.00

End of Statement



11:25 AM

02/14/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Summary**  
Checking, Period Ending 01/31/2019

	Jan 31, 19
Beginning Balance	47,169.52
Cleared Transactions	
Checks and Payments - 7 items	-2,481.85
Deposits and Credits - 6 items	2,280.70
Total Cleared Transactions	-201.15
Cleared Balance	46,968.37
Uncleared Transactions	
Checks and Payments - 4 items	-500.00
Total Uncleared Transactions	-500.00
Register Balance as of 01/31/2019	46,468.37
New Transactions	
Checks and Payments - 2 items	-1,437.48
Total New Transactions	-1,437.48
Ending Balance	45,030.89

1:41 PM

02/14/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Detail**  
 Checking, Period Ending 01/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						47,169.52
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	12/21/2018	148	Dream Athletics	X	-120.00	-120.00
Check	1/7/2019	149	Tri Counties Bank	X	-720.00	-840.00
Check	1/8/2019	150	Kathy Christiansen	X	-425.99	-1,265.99
Check	1/15/2019	151	Tri Counties Bank	X	-305.00	-1,570.99
General Journal	1/22/2019	152		X	-567.00	-2,137.99
Check	1/22/2019	306	Ferndale Elementar...	X	-273.90	-2,411.89
General Journal	1/29/2019	153		X	-69.96	-2,481.85
<b>Total Checks and Payments</b>					<b>-2,481.85</b>	<b>-2,481.85</b>
<b>Deposits and Credits - 6 items</b>						
Deposit	1/10/2019			X	300.00	300.00
Deposit	1/10/2019			X	400.00	700.00
Deposit	1/15/2019			X	175.00	875.00
Deposit	1/18/2019			X	1,354.90	2,229.90
Deposit	1/31/2019			X	0.80	2,230.70
Deposit	1/31/2019			X	50.00	2,280.70
<b>Total Deposits and Credits</b>					<b>2,280.70</b>	<b>2,280.70</b>
<b>Total Cleared Transactions</b>					<b>-201.15</b>	<b>-201.15</b>
<b>Cleared Balance</b>					<b>-201.15</b>	<b>46,968.37</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	11/27/2018	142	Hydesville Element...		-125.00	-125.00
Check	11/29/2018	144	Rio Dell Elementary...		-125.00	-250.00
Check	12/4/2018	145	Hydesville Element...		-125.00	-375.00
Check	1/15/2019	152	Fortuna Middle Sch...		-125.00	-500.00
<b>Total Checks and Payments</b>					<b>-500.00</b>	<b>-500.00</b>
<b>Total Uncleared Transactions</b>					<b>-500.00</b>	<b>-500.00</b>
<b>Register Balance as of 01/31/2019</b>					<b>-701.15</b>	<b>46,468.37</b>
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	2/4/2019	153	Tri Counties Bank		-1,320.00	-1,320.00
Check	2/8/2019	154	Kent Willis		-117.48	-1,437.48
<b>Total Checks and Payments</b>					<b>-1,437.48</b>	<b>-1,437.48</b>
<b>Total New Transactions</b>					<b>-1,437.48</b>	<b>-1,437.48</b>
<b>Ending Balance</b>					<b>-2,138.63</b>	<b>45,030.89</b>

11:46 AM  
02/14/19  
Accrual Basis

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

	Jul '18 - Jan 19
Income	
BLEACHERS INCOME - FUND RAISER	
BLEACHERS DONATION INCOME	34,195.00
Total BLEACHERS INCOME - FUND RAISER	34,195.00
Donation Income	2,600.00
Other Types of Income	
Miscellaneous Revenue	279.24
Other Types of Income - Other	12,451.91
Total Other Types of Income	12,731.15
Total Income	49,526.15
Gross Profit	49,526.15
Expense	
BLEACHERS EXPENSE - FUND RAISER	2,036.97
Donation Expense	2,040.00
Facilities and Equipment	618.01
Other Types of Expenses	
Misc. Expense	850.40
Other Types of Expenses - Other	13,187.08
Total Other Types of Expenses	14,037.48
Total Expense	18,732.46
Net Income	30,793.69

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Page: 1 of 1  
Statement Date: 01-31-19  
Primary Account: XXXXXXXX6492

002592 0.4500 AV 0.383 TR00011

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COUNTY OF HUMBOLDT  
STUDENT ACCOUNT  
164 SHAW AVE  
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**VISA Checkout****Small Business Interest Chkg****Account: XXXXXXXX6492**

Account # XXXXXXXX6492  
Beginning Balance 18,432.28  
0 Deposits/Credits 0.00  
0 Checks/Debits 0.00  
Service Charge 0.00  
Interest Paid 0.31  
Ending Balance 18,432.59

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

**Transactions**

Date	Description	Amount
1-31	Int Pmt Sys-Gen	0.31

**Interest Summary**

Interest Earned	1/01/19 thru 1/31/19
Days in Statement Period	31
Interest Earned	0.31
Annual Percentage Yield Earned	.02%
Interest Paid this Year	0.31
Interest Withheld this Year	0.00

**End of Statement**

TCBK-001-002592-001-000-190201 002592 X02  
95536978164



2:41 PM

02/14/19

**Ferndale Elementary School Student Accounts**  
**Reconciliation Detail**  
 Checking, Period Ending 01/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,432.28
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2019			X	0.31	0.31
Total Deposits and Credits					0.31	0.31
Total Cleared Transactions					0.31	0.31
Cleared Balance					0.31	18,432.59
Register Balance as of 01/31/2019					0.31	18,432.59
Ending Balance					0.31	18,432.59

2:40 PM

02/14/19

**Ferndale Elementary School Student Accounts**  
**Reconciliation Summary**  
 Checking, Period Ending 01/31/2019

	Jan 31, 19
Beginning Balance	18,432.28
Cleared Transactions	
Deposits and Credits - 1 item	0.31
Total Cleared Transactions	0.31
Cleared Balance	18,432.59
Register Balance as of 01/31/2019	18,432.59
Ending Balance	18,432.59

2:42 PM

02/14/19

Cash Basis

# Ferndale Elementary School Student Accounts

## Custom Summary Report

July 2004 through January 2019

	ASSETS	Equity	TOTAL LIABILITIES & EQUITY
3rd Grade	0.00	841.81	841.81
4th Grade	0.00	477.37	477.37
Boynnton	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
<b>Total Donation</b>	<b>0.00</b>	<b>10,313.45</b>	<b>10,313.45</b>
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	4.85	4.85
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
<b>TOTAL</b>	<b>0.00</b>	<b>18,432.59</b>	<b>18,432.59</b>

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## YOUR STATEMENT

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 Page: 1 of 2  
 Statement Date: 01-31-19  
 Primary Account: XXXXXXXX6261

002590 0.6500 AV 0.383 TR00011

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

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## Small Business Interest Chkg

Account: XXXXXXXX6261

Account #	XXXXXXXX6261	Statement Dates	01-01-19 thru 01-31-19
Beginning Balance	49,348.39		
1 Deposits/Credits	273.90		
3 Checks/Debits	565.36		
Service Charge	0.00		
Interest Paid	0.83		
Ending Balance	49,057.76		

## Transactions

Date	Description	Amount
1-02	POS Pur 3644 Fortuna Ac Fortuna Ace & Garde Fortuna CA	25.32-
1-09	POS Pur 3644 Sd Pretzel Sd Pretzel 6193360500 CA	231.78-
1-22	Deposit	273.90
1-31	Int Pmt Sys-Gen	0.83

## Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1432	1-04	308.26						

\* Indicates a Gap in Check Number Sequence

no chs.

Continued on Next Page

 TCBK-002-002590-001-001-190201 002590 X02  
 95536978164

**Interest Summary**

Interest Earned	1/01/19 thru 1/31/19
Days in Statement Period	31
Interest Earned	0.83
Annual Percentage Yield Earned	.02%
Interest Paid this Year	0.83
Interest Withheld this Year	0.00

**End of Statement**



12:00 PM  
03/06/19  
Cash Basis

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

	Jul '18 - Jan 19
<b>Income</b>	
Chili Feed/Carnival	30,646.11
Donations	
Donation In.Chili Feed/Carnival	990.00
Total Donations	990.00
Misc. Income	5.76
Pretzel Sale Income	2,834.85
Total Income	34,476.72
<b>Expense</b>	
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	14,548.80
Total Expense	27,917.16
Net Income	6,559.56

11:04 AM  
03/06/19

**Ferndale Elementary School 8th Grade**  
**Reconciliation Summary**  
Checking, Period Ending 01/31/2019

	Jan 31, 19
Beginning Balance	49,348.39
Cleared Transactions	
Checks and Payments - 3 items	-565.36
Deposits and Credits - 2 items	274.73
Total Cleared Transactions	-290.63
Cleared Balance	49,057.76
Uncleared Transactions	
Checks and Payments - 1 item	-14.98
Total Uncleared Transactions	-14.98
Register Balance as of 01/31/2019	49,042.78
Ending Balance	49,042.78

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.5

**DATE:** March 13, 2019

**SUBJECT:**

District Volunteers

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

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

**PREVIOUS STAFF/BOARD ACTION:**

Board approves District volunteers on a routine basis.

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

Routine approval

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Jeremy Griffith, Principal  
Beth Anderson, Superintendent/Principal

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.1

**DATE:** March 13, 2019

**SUBJECT:**

BP/AR 5111.1 - District Residency

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP/AR 5111.1 District Residency - Admission

**PREVIOUS STAFF/BOARD ACTION:**

The district previously updated BP/AR 5111.1 in March of 2016.

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

**BP/AR 5111.1 - District Residency**

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 699)** which prohibits districts from collecting information or documents regarding the citizenship or immigration status of students or their family members. Regulation also updated to reflect **NEW LAWS** providing that a student meets district residency requirements if the student's parent/guardian is transferring or pending transfer to a military installation within the state (**SB 455**), or the student's parent/guardian was a resident of California who departed the state against his/her will pursuant to a transfer by a government agency, a court order, or the federal Immigration and Nationality Act (**SB 257**).

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Students

BP 5111.1

### DISTRICT RESIDENCY

Note: Education Code 48200 requires the district to provide an education to any student who resides within the district's attendance area. Education Code 48204, ~~as amended by AB 224 (Ch. 554, Statutes of 2015)~~, specifies additional circumstances under which students will be deemed to meet the residency requirements for school attendance, including, but not limited to, ~~through~~ parent/guardian employment within district boundaries under certain conditions and interdistrict transfers; see the accompanying administrative regulation.

If the Governing Board elects to authorize investigations to verify students' residency, it is **mandated** to adopt policy with specified components pursuant to Education Code 48204.2, ~~as added by AB 1101 (Ch. 170, Statutes of 2015)~~. See sections "Investigation of Residency" and "Appeal of Enrollment Denial" below.

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

Note: In Plyler v. Doe, the U.S. Supreme Court ruled that, under the Fourteenth Amendment to the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a Dear Colleague Letter and fact sheet, Information on the Rights of All Children to Enroll in School, jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented.

Consistent with this guidance, Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), prohibits districts from collecting information or documents regarding citizenship or immigration status of students or their family members. See the accompanying administrative regulation and guidance provided by the California Office of the Attorney General, 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, available on its web site. Thus, while the district may require proof that a student resides within the district (see accompanying administrative regulation for allowable evidence of residency), it should not request visas, passports, or other documentation that would discourage undocumented children from enrolling in school. Also see BP 5111 Admission and CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status.



## BP 5111.1 DISTRICT RESIDENCY (cont'd.)

When establishing ~~a student's~~ **students'** residency for enrollment purposes, the Superintendent or designee shall not inquire into ~~a student's~~ **the** citizenship or immigration status **of students or their family members**.

*(cf. 5145.13 - Response to Immigration Enforcement)*

Note: When a district ~~chooses to grant residency status to students whose parent/guardian is employed~~ **authorizes residency status on the basis of the parent/guardian's employment** within district boundaries for at least 10 hours per school week (see section "Residency Based on Parent/Guardian Employment (Allen Bill Transfers)" in the accompanying administrative regulation), Education Code 48204 encourages the district to notify the parent/guardian in writing when admission is denied and to provide reasons for the denial. The following **optional** paragraph provides that written notice will be provided to parents/guardians whenever enrollment is denied on any basis related to residency and may be revised to reflect district practice.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

### Investigation of Residency

Note: The following section should be revised to reflect district practice. To conduct an investigation into the residency claim of a student as authorized by Education Code 48204.1, a district is **mandated**, pursuant to Education Code 48204.2, ~~as added by AB 1101 (Ch. 170, Statutes of 2015)~~, to adopt a policy with specified components. The policy must (1) identify the circumstances under which the district may initiate an investigation, including, at a minimum, a requirement that the district is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency; (2) describe the investigatory methods that may be used, including whether the district may employ the services of a private investigator; (3) require staff to make reasonable efforts to determine whether the student resides in the district before hiring a private investigator (if allowed at all); (4) prohibit surreptitious photographing or video-recording of students who are being investigated; and (5) provide for an appeals process. The district should consult legal counsel if questions arise regarding the appropriateness of efforts to verify residency.

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

## BP 5111.1 DISTRICT RESIDENCY (cont'd.)

### Appeal of Enrollment Denial

Note: If the district chooses to authorize investigations into the residency claim of a student as described in the section "Investigation of Residency" above, it is **mandated** pursuant to Education Code 48204.2, ~~as added by AB 1101 (Ch. 170, Statutes of 2015)~~, to adopt a policy which provides for an appeals process. The timelines specified in the following section may be revised to reflect district practice.

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

Note: The district may select and/or revise either of the following options to indicate who will be responsible for making the final decision regarding the student's residency claim. Option 1 is for use by districts that assign a district employee other than the Superintendent to make the initial residency determination, and provides that the Superintendent will make the final decision following the appeals process. Option 2 is for use by districts in which the Superintendent is responsible for the initial residency determination, and provides that the decision may be appealed to the **Governing Board**.

**OPTION 1:** In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

**OPTION 2:** In an appeal of the Superintendent's determination that district residency requirements were not met, the Board shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision at its next regularly scheduled meeting following the parent/guardian's request for the appeal. The Board's decision shall be final.

### Enrollment Not Requiring District Residency

Note: The following **optional** paragraph is for use by any district maintaining grades 9-12 that (1) has petitioned for certification from the U.S. Department of Homeland Security's Student and Exchange Visitor Program to enroll a nonimmigrant foreign student who is in the United States on an F-1 visa and/or (2) admits high school students from other countries through an international exchange program under the sponsorship of a government-approved agency. For further information about enrollment of nonresident foreign students, see AR 5111.2 - Nonresident Foreign Students, BP/AR 6145.6 - International Exchange, and CSBA's [Legal Guidance Regarding International Student Exchange Placement Organizations](#).

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

## **BP 5111.1 DISTRICT RESIDENCY (cont'd.)**

(cf. 5111.2 - Nonresident Foreign Students)

(cf. 6145.6 - International Exchange)

Note: The following **optional** paragraph is for use by any district adjacent to another state or foreign country from which students may commute to the district and should be revised to reflect district circumstances. Pursuant to Education Code 48050 and 48052, any district that admits such students must be reimbursed by the parents/guardians of the students or by the district of residence for the total cost of educating the student and may not include such students in computing average daily attendance for the purpose of obtaining apportionment of state funds.

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

### *Legal Reference:*

#### EDUCATION CODE

220 Prohibition of discrimination

**234.7 Student protections relating to immigration and citizenship status**

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 **48204.4** Evidence of residency

48300-~~48316~~ **48317** Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

#### FAMILY CODE

6550-6552 Caregivers

#### GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

#### CODE OF REGULATIONS, TITLE 5

432 Retention of student records

#### UNITED STATES CODE, TITLE 8

**1229c Immigration and Nationality Act**

#### UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

#### COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Plyler v. Doe, 457 U.S. 202 (1982)

### *Management Resources:*

#### CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

#### CALIFORNIA ATTORNEY GENERAL'S OFFICE 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

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

## **BP 5111.1 DISTRICT RESIDENCY (cont'd.)**

*Dear Colleague Letter: School Enrollment Procedures, May 8, 2014*

*Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014*

*Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014*

### WEB SITES

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

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

U.S. Department of Justice: <https://www.justice.gov>

FERNDALDE UNIFIED SCHOOL DISTRICT BP Adopted March 9, 2016. Updated: March 13, 2019.  
Ferndale, CA.

# Ferndale Unified School District

## Administrative Regulation

### Students

AR 5111.1

### DISTRICT RESIDENCY

#### Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

Note: State law provides a number of options under which a student may attend school in a district other than the district where he/she resides. For instance, a student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state subject to certain conditions, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfer. If the district chooses to enter into an interdistrict attendance agreement pursuant to Education Code 46600-46611, a student may request a permit to attend school in a different district when both the district of residence and the district of proposed attendance have agreed to allow interdistrict attendance. If the Governing Board has declared the district to be a "school district of choice" pursuant to Education Code 48300-~~48316~~ 48317, the district may accept a specific number of interdistrict transfers into the district through a random, unbiased selection process. See BP/AR 5117 - Interdistrict Attendance for further information about these options. Pursuant to Education Code 48204, 48301, and 48356, students admitted under any of these options are deemed to have met district residency requirements. The district may revise item #3 as appropriate to reflect options provided by the district.

3. The student is admitted through an interdistrict attendance option, ~~such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer.~~ (Education Code 46600, 48204, 48301, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

## AR 5111.1 DISTRICT RESIDENCY (cont'd.)

Note: Pursuant to Education Code 48204.3, as ~~added by SB 1455 (Ch. 312, Statutes of 2016)~~, **amended by SB 455 (Ch. 239, Statutes of 2017)**, a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation (i.e., a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense or the U.S. Coast Guard) within ~~district boundaries~~ **the state**.

9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within ~~district boundaries~~ **the state**. (Education Code 48204.3)

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

Note: Education Code 48204.4, as added by SB 257 (Ch. 498, Statutes of 2017), provides that a student complies with residency requirements if his/her parent/guardian was a resident of California and departed against his/her will, as defined. See the section "Proof of Residency" below for information about the documentation required to be submitted to the district under such circumstances. The district may not require any fee or charge for the enrollment of such students in a district school.

10. **The student's parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure. (Education Code 48204.4)**

*(cf. 5145.13 - Response to Immigration Enforcement)*

### **Residency Based on Parent/Guardian Employment (Allen Bill Transfers)**

Note: The following section is **optional**. Education Code 48204 permits, but does not require, districts to admit a student whose parent/guardian is employed within district boundaries for a minimum of 10 hours during the school week (so-called "Allen bill transfers"). If the district chooses to grant residency status to such students, it may nevertheless deny enrollment to students under the circumstances identified in items #1-3 below. ~~AB 2537 (Ch. 106, Statutes of 2016) amended Education Code 48204 to indefinitely extend the district's authority to grant residency under these circumstances.~~

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

## AR 5111.1 DISTRICT RESIDENCY (cont'd.)

Note: The following paragraph is **optional**. In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that overcrowding is not an "arbitrary consideration" within the meaning of Education Code 48204. Therefore, a district may deny an application when the district's school facilities are overcrowded at the relevant grade level. The Attorney General also clarified that, once a student is admitted, he/she must be allowed to continue to attend school in the district through the highest grade level offered by the district, even if the school subsequently becomes overcrowded at the relevant grade level. Although Attorney General opinions are not binding on the courts, they are generally afforded deference when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

Note: Education Code 48204 prescribes limits on the number of net Allen bill transfers out of the district (the difference between the number of students entering and exiting the district) ~~that a district may allow~~ each fiscal year, unless waived by the sending district. The limits are based on the average daily attendance (ADA) of the district, as follows: five percent of ADA for districts with 500 or less ADA; three percent of ADA or 25 students, whichever is greater, for districts with an ADA of 501-2,500; and one percent of ADA or 75 students, whichever is greater, for districts with an ADA of 2,501 or more. The following paragraph may be modified to specify the percentage that applies to the district's ADA.

Even if the district has not authorized Allen bill transfers into the district, Education Code 48204 provides that the district may disallow transfers out of the district, within the specified limits, by students whose parent/guardian is employed within the boundaries of another district.

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

### Proof of Residency

Note: Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), prohibits districts from collecting information or documents regarding the citizenship or immigration status of students or their family members. The California Office of the Attorney General, in its guidance 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, clarifies that, even though districts have discretion to accept proof of residency other than the forms listed in items #1-9 below, any alternative documents must be ones that are available to all persons regardless of citizenship or immigration status and that do not reveal information related to citizenship or immigration status. Thus, the district must not require visas, passports, green cards, voter registration, or other documentation that would discourage undocumented children from enrolling in school. Pursuant to Education Code 234.7, districts are mandated to adopt the following paragraph consistent with the Attorney General's model policy. Also see BP 5111 - Admission.

**The district shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the district. (Education Code 234.7)**

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

## AR 5111.1 DISTRICT RESIDENCY (cont'd.)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

Note: Pursuant to Education Code 48204, a student shall be deemed a resident of the district if he/she lives with a caregiving adult within district boundaries; see item #5 in section "Criteria for Residency" above. Family Code 6552 provides an affidavit which authorizes a caregiver 18 years of age or older to enroll a minor in school and requires the caregiver's attestation that the student lives with the caregiver. If the student stops living with the caregiver, Family Code 6550 requires the caregiver to so notify the school.

9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

Note: ~~The following paragraph is for use by districts in which there is a military installation within district boundaries.~~ Pursuant to Education Code 48204.3, as added by SB 1455 (Ch. 312, Statutes of 2016) amended by SB 455 (Ch. 239, Statutes of 2017), a parent/guardian who is seeking residency status based on his/her transfer or pending transfer to a military installation within district boundaries ~~the state~~ may provide any of the following types of proof of residence **within district boundaries**.

A parent/guardian who is transferred or pending transfer into a military installation within ~~district boundaries~~ **the state** shall provide proof of residence **in the district** within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

Note: Pursuant to Education Code 48204.4, as added by SB 257 (Ch. 498, Statutes of 2017), the following evidence must be provided to prove compliance with residency requirements when a student's parent/guardian departed the state against his/her will, as provided in item #10 of the section "Criteria for Residency" above.

**A student whose parent/guardian's departure from the state occurred against his/her will pursuant to item #10 in the section "Criteria for Residency" above shall be in compliance with district residency requirements if he/she provides official documentation of the parent/guardian's departure and evidence demonstrating that the student was enrolled in a public school in California immediately before moving outside the state. (Education Code 48204.4)**



## AR 5111.1 DISTRICT RESIDENCY (cont'd.)

Note: Federal and state law require the immediate enrollment of a homeless **youth student** (Education Code 48852.7; 42 USC 11432), foster youth (Education Code 48853.5), or a student who has had contact with the juvenile justice system (Education Code 48645.5), regardless of his/her ability to provide the school with records normally required for enrollment, including proof of residency. If a dispute arises over the enrollment of a homeless or foster youth, the student must be allowed to attend school while the district liaison conducts a dispute resolution process. See BP/AR/E 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

The California Department of Education's web site provides sample forms to obtain a declaration and affidavit from the parent/guardian or other qualified adult relative of a homeless child attesting that the family does not have a fixed, regular, adequate nighttime residence and indicating the current location where the family lives.

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

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

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

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

### **Safe at Home/Confidential Address Program**

Note: Government Code 6205-6210 authorize the Secretary of State to provide victims of domestic violence, stalking, or sexual assault with a substitute address to use in place of their residence, work, or school address in all public records. Under this program, the Secretary of State receives any mail sent to the substitute address and forwards it to the program participant's confidential address. Pursuant to Government Code 6207, the district must accept and use the substitute address designated by the Secretary of State as a participant's substitute address for all communication and correspondence with program participants. The participant will present a laminated identification card containing his/her substitute address and a four-digit authorization number. The district may verify the enrollment of a student in the program by contacting the Safe at Home program.

Program participants have been advised by the Secretary of State to provide administrators with their actual residence location only for school emergency purposes and to establish residency within the district.

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

*(cf. 3580 - District Records)*

FERNDALDE UNIFIED SCHOOL DISTRICT AR Adopted March 9, 2016. Updated: March 13, 2019.  
Ferndale, CA.

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.2

**DATE:** March 13, 2019

**SUBJECT:**

BP/AR 5125 - Student Records

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP/AR 5125 - Student Records

**PREVIOUS STAFF/BOARD ACTION:**

The district previously updated BP/AR 5125 in February of 2015.

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

**BP/AR 5125 - Student Records**

(BP/AR revised)

Policy updated to reflect the California Attorney General's model policy, developed pursuant to **NEW LAW (AB 699)**, which (1) prohibits districts from collecting information regarding students' citizenship or immigration status, and (2) requires district staff to receive training in the gathering and handling of sensitive student information. Policy also reflects state law limiting the collection of students' social security numbers or the last four digits of the social security numbers, and **NEW LAW (SB 31)** which prohibits districts from assisting in the compilation of a list, registry, or database based on students' national origin, ethnicity, or religion. Regulation updated to reflect **NEW LAW (SB 233)** which expands the types of records related to foster youth that must be made accessible to specified agencies, and a requirement of the Attorney General's model policy that the annual parental notification include a statement that a student's citizenship, place of birth, or national origin will not be released without parental consent or a court order.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

Students

BP 5125

### STUDENT RECORDS

Note: Student records are governed by both federal and state law (Family Educational Rights and Privacy Act (FERPA) pursuant to ~~20 USC 1232g, 34 CFR 99.1-99.8,~~ Education Code 49069, and 5 CCR 430-433, 20 USC 1232g, and 34 CFR 99.1-99.8).

Note: Pursuant to 5 CCR 431, districts are **mandated** to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which enumerate and describe the student records collected and maintained by the district, ensure security of the records, and guarantee access to authorized persons within five days of a request. Education Code 49069 **mandates** procedures related to parental review of student records. See the accompanying administrative regulation for additional language implementing these mandates.

The privacy of ~~student~~ online information of students in **prekindergarten through grade 12** is addressed in Business and Professions Code 22580-22582-**22587**, as added by SB 568 (Ch. 336, Statutes of 2013), which prohibit an operator of a web site, online service or application, or mobile application from knowingly using, disclosing, or compiling, ~~or allowing a third party to use, disclose, or compile~~ the personal information of a minor for the purpose of marketing or advertising specified types of products or services; **allowing a third party to use, disclose, or compile such information; or**. In addition, effective January 1, 2016, Business and Professions Code 22584-22585, as added by SB 1177 (Ch. 839, Statutes of 2014), prohibit the operator of a web site, online service or application, or mobile application that provides services to K-12 students from selling or disclosing specified student information or knowingly using ~~that such~~ student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a **preK-12** student. Covered student information includes any personally identifiable information or materials created or provided by a student, parent/guardian, or district employee (e.g., name, contact information, educational record, discipline records, test results, health records, socioeconomic information). Pursuant to Business and Professions Code ~~22580 and 22584 and 22586,~~ **an operator must delete a student's information data under the control of the school or district** upon the request of the ~~minor, school, or district.~~

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. ~~The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.~~ The Superintendent or designee shall establish administrative regulations governing the identification, **collection**, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records ~~and shall protect students and their families from invasion of privacy while~~ **maintaining the confidentiality of student records consistent with state and federal law.**

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Note: Pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), districts are mandated to adopt policy consistent with a model policy developed by the California Attorney General, which includes the following statement. See the Office of the Attorney General publication 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.

**All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.**

## **BP 5125 STUDENT RECORDS (cont'd.)**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**Note:** Pursuant to Education Code 49076.7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program.

**The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)**

**Note:** Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members, as provided below. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information to U.S. Immigration and Customs Enforcement, as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order.

Pursuant to Education Code 234.7, districts are mandated to adopt the following paragraphs consistent with the model policy developed by the California Attorney General.

**No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)**

*(cf. 5145.13 - Response to Immigration Enforcement)*

**Note:** The following paragraph reflects a requirement of Government Code 8310.3, as added by SB 31 (Ch. 826, Statutes of 2017).

**The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)**

### **Student Records from Social Media**

**Note:** The following section is **optional**. Pursuant to Education Code 49073.6, ~~as added by AB 1442 (Ch. 799, Statutes of 2014)~~, any district considering a program to gather information from students' social media activity, as defined, must first notify students and parents/guardians and provide an opportunity for public comment. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980. If such a program is then adopted, the district must comply with program requirements reflected in the section "Student Records from Social Media" in the accompanying administrative regulation.

The district should consult legal counsel before gathering any other online information that does not meet the definition of social media in Education Code 49073.6.

**The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an BP**

## 5125 STUDENT RECORDS (cont'd.)

opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

### Contract for Digital Storage, Management, and Retrieval of Student Records

Note: Education Code 49073.1, as added by AB 1584 (Ch. 800, Statutes of 2014), authorizes districts to enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or for software designed for this purpose. A district that chooses to enter into such a contract is **mandated** to adopt policy allowing such contracts and must ensure that the contract includes all the provisions specified in Education Code 49073.1. Also see BP 3312 - Contracts.

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

#### Legal Reference:

##### EDUCATION CODE

##### **234.7 Student protections relating to immigration and citizenship status**

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

##### BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

**22586-22587 Early Learning Personal Information Protection Act**

##### CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

##### FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

##### GOVERNMENT CODE

6252-6260 Inspection of public records

##### HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

##### PENAL CODE

245 Assault with deadly weapon

##### WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

## **BP 5125 STUDENT RECORDS (cont'd.)**

701 *Juvenile court law*  
16010 *Health and education records of a minor*  
CODE OF REGULATIONS, TITLE 5  
430-438 *Individual student records*  
16020-16027 *Destruction of records of school districts*  
UNITED STATES CODE, TITLE 20  
1232g *Family Educational Rights and Privacy Act*  
1232h *Protection of Pupil Rights Amendment*  
UNITED STATES CODE, TITLE 26  
152 *Definition of dependent child*  
UNITED STATES CODE, TITLE 42  
11434a *McKinney-Vento Homeless Assistance Act; definitions*  
CODE OF FEDERAL REGULATIONS, TITLE 16  
Part 312 *Children's Online Privacy Protection Rule*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 *Family Educational Rights and Privacy*  
300.501 *Opportunity to examine records for parents of student with disability*

### **Management Resources:**

**CSBA PUBLICATIONS**  
*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017*  
**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*  
**FEDERAL REGISTER**  
*Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855*  
**NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**  
*Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014*  
**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**  
**IDEA and FERPA Confidentiality Provisions, 2014**  
*Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008*  
*Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007*  
**CSBA:** <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
National School Boards Association: <http://www.nsba.org>  
U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpco>

FERNDALÉ UNIFIED SCHOOL DISTRICT BP Adopted February 11, 2015. Updated March 13, 2019.  
Ferndale, CA.

# Ferndale Unified School District

## Administrative Regulation

### Students

AR 5125

### STUDENT RECORDS

#### Definitions

*Student* means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

*Attendance* includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA). Also see BP/AR 5141.6 - School Health Services.

*Student records* are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance ([Balancing Student Privacy and School Safety](#)) clarifies that records created by the district's law enforcement unit, such as student images appearing on security videotapes, are not considered student records under FERPA as long as the records are created for a law enforcement purpose.

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

## AR 5125 STUDENT RECORDS (cont'd.)

*Mandatory permanent student records* are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

*Mandatory interim student records* are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

*Permitted student records* are those records having clear importance only to the current educational process of the student. (5 CCR 430)

*Disclosure* means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

*Access* means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

*Personally identifiable information* includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

**Note: Pursuant to 34 CFR 99.3, the definition of "personally identifiable information" includes a personal identifier such as a student's social security number. Education Code 49076.7 prohibits districts from collecting or soliciting social security numbers, or the last four digits of social security numbers, from students or their parents/guardians unless otherwise required to do so by state or federal law. If a social security number is collected under such circumstances, it must be classified as personally identifiable information and is subject to the restrictions related to access or de-identification of records specified in 34 CFR 99.30-99.39 and this administrative regulation.**

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

*Adult student* is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

*Parent/guardian* means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

**Note: Education Code 49063 requires districts to include the criteria for defining "legitimate educational interest" and "school officials and employees" in their annual notification; see section "Notification of Parents/Guardians" below.**



## AR 5125 STUDENT RECORDS (cont'd.)

*Legitimate educational interest* is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

*School officials and employees* are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Note: Pursuant to Education Code 49076, the district may allow any "contractor or consultant" with whom it has a formal written agreement to access information in student records without parent/guardian consent, when the contractor or consultant has a "legitimate educational interest" in that information. However, contrary to 34 CFR 99.31, Education Code 49076 prohibits release of student records to volunteers.

*Contractor or consultant* is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

*Custodian of records* is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

*County placing agency* means the county social service department or county probation department. (Education Code 49061)

### **Persons Granted Absolute Access**

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

Note: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with disabilities, including the right to access student records, are transferred to the student when he/she reaches 18 years of age except when the student has been declared incompetent under state law.

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

### **Access for Limited Purpose/Legitimate Educational Interest**

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Education Code 49076 and 34 CFR 99.31 require that access to relevant records be given to parents/guardians of a dependent child, defined by 26 USC 152 as one who lives with his/her parent/guardian for more than half the taxable year, has not provided more than half of his/her own support during that year, and has not filed a joint tax return with a spouse.

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)

## AR 5125 STUDENT RECORDS (cont'd.)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following **optional** paragraph may be deleted by districts that include such a statement in their annual parental notification. See section below entitled "Notification of Parents/Guardians."

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: Item #6 below is for use by districts that maintain high schools. Education Code 69432.9 provides that all students in grade 12 will be considered Cal Grant applicants and will have their grade point average (GPA) submitted to the Student Aid Commission, unless they opt out or are permitted under Commission rules to submit test scores in lieu of the GPA. ~~AB 1091 (Ch. 637, Statutes of 2015) amended Education Code 69432.9 to require~~ **requires** that the report be submitted on a standardized form provided by the Commission. Pursuant to Education Code 69432.92, ~~as added by AB 1091~~, the Commission may also require that districts submit verification of high school graduation or its equivalent for all students who graduated in the prior academic year, except for students who have opted out.

Education Code 49432.9 requires that parents/guardians be notified that their child's GPA will be forwarded unless they opt out within the time period specified in the notice. This notification could be included in the annual parental notification issued pursuant to Education Code 48980.

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded

## AR 5125 STUDENT RECORDS (cont'd.)

to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to Education Code 49076, county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35.

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

## AR 5125 STUDENT RECORDS (cont'd.)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

**Note:** SB 233 (Ch. 829, Statutes of 2017) amended Education Code 49069.3 and 49076 to make certain types of records related to foster youth, including records related to attendance, discipline, online communications, and Section 504 plans, accessible to specified agencies and individuals.

14. **Any foster family agency with jurisdiction over a currently enrolled or former students; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)**

**Such individuals shall have access to the student's for purposes of accessing those students' current or most recent records of grades, and transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)**

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

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

**Note:** AB 1068 (Ch. 713, Statutes of 2013) amended Education Code 49076 to add authorization to disclose records pursuant to items #15-17 below.

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

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

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

## AR 5125 STUDENT RECORDS (cont'd.)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

*(cf. 5021 - Noncustodial Parents)*

### Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Note: The following <b>optional</b> paragraph may be revised to reflect district practice.
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Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

## AR 5125 STUDENT RECORDS (cont'd.)

- a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
  5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

Note: Education Code 49076 includes "contractors" and "consultants," as defined in the section "Definitions" above, among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances. Unlike 34 CFR 99.34, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties.

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

### *(cf. 3600 - Consultants)*

Note: Items #7 and 8 below are for use by districts that maintain high schools.

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

## AR 5125 STUDENT RECORDS (cont'd.)

### De-identification of Records

Note: 20 USC 1232(g) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

### Process for Providing Access to Records

Note: Education Code 49069 **mandates** procedures for notifying parents/guardians of the location of student records if not centrally located. The following paragraph may be expanded to include notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained ~~in~~ **at** different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note: 5 CCR 431 **mandates** districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

## AR 5125 STUDENT RECORDS (cont'd.)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

**Note: 34 CFR 99.30 specifies information that must be included in the parent/guardian consent form, as provided below. The provisions in the following two paragraphs are required pursuant to the California Attorney General's model policy developed pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017). See the Office of the Attorney General's publication 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.**

When ~~prior written consent from a parent/guardian is~~ required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

**If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.**

**Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.**

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

**Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.**

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

### Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

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

**The custodian of records shall also make an entry in the log regarding any request for records that was denied and the reason for the denial.**



## AR 5125 STUDENT RECORDS (cont'd.)

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." ~~The following paragraph is optional.~~

The log ~~may~~ **shall** include **requests for access to records** ~~of access~~ by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

Note: Pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), any request for student records by a law enforcement agency for the purpose of enforcing immigration laws must be reported to the Superintendent and the Board; see the accompanying Board policy. Therefore, it is recommended that the custodian of records make an entry in the log regarding any such requests, as provided in item #6 below.

### 6. Law enforcement personnel seeking to enforce immigration laws

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

### Duplication of Student Records

Note: Education Code 49069 **mandates** that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

### Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

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

## AR 5125 STUDENT RECORDS (cont'd.)

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.

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### Retention and Destruction of Student Records

Note: 5 CCR 431 **mandates** that the district establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

*(cf. 5111 - Admission)*

3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence

*(cf. 5111.1 - District Residency)*

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

7. Verification of or exemption from required immunizations

*(cf. 5141.31 - Immunizations)*

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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

## **AR 5125 STUDENT RECORDS (cont'd.)**

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

2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry

*(cf. 5141.32 - Health Screening for School Entry)*

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

5. Language training records

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

6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years

*(cf. 6162.51 - State Academic Achievement Tests)*

~~*(cf. 6162.52 - High School Exit Examination)*~~

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

*(cf. 6158 - Independent Study)*

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

*(cf. 5144 - Discipline)*

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices

## AR 5125 STUDENT RECORDS (cont'd.)

### 6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

### Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5119 - Students Expelled From Other Districts)

Note: Pursuant to Education Code 49068, a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this would not affect a situation where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

## **AR 5125 STUDENT RECORDS (cont'd.)**

### **Notification of Parents/Guardians**

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices ~~to~~ **in** that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

*(cf. 5145.6 - Parental Notifications)*

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

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

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

### **BP 5125 STUDENT RECORDS (cont'd.)**

Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in **optional** item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above).

## AR 5125 STUDENT RECORDS (cont'd.)

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

**Note: The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234.7.**

**In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.**

### Student Records from Social Media

Note: The following **optional** section is for use by districts that have adopted a program, pursuant to Education Code 49073.6, as added by AB 1442 (Ch. 799, Statutes of 2014), to gather or maintain any information obtained from students' social media activity that pertains directly to school safety or student safety. Districts that adopt such a program, as specified in the accompanying Board policy, must comply with the requirements described below. Districts that have not adopted such a program should delete the following section.

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

**Ferndale Unified School District**

**SUPERINTENDENT'S INFORMATION FOR THE BOARD**

**AGENDA ITEM:** 10.3

**DATE:** March 13, 2019

**SUBJECT:** Update/Review of School Safety Plans to include updated Crisis Management Plan

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

The Superintendent/Principal will report to the board on plans for updating school and district plans to include crisis management beyond what is already in place.

**PREVIOUS STAFF/BOARD ACTION:**

The District previously updated BP/AR 0450 Comprehensive Safety Plan with the assistance of CSBA in February of 2017 and 2018. The Policy updated to clarify the district's responsibility to annually review comprehensive school safety plans.

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

Annual review and approval of School Safety Plan is required by BP/AR 0450. The School Site Council Team and district/site administration work to review and update safety plans annually. This is an additional step the district will take in response to recent circumstances including offsite online (social media) threats and media communication.

**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:** March 13, 2019

**SUBJECT:**

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

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Approve a positive certification of the 2018-2019 Second Interim Report, Criteria and Standards

**PREVIOUS STAFF/BOARD ACTION:**

The Board approved the First Interim at the December 12, 2018 board meeting. The Second Interim represents any budget revisions by the Business Manager. The current budget has been submitted to the Humboldt County Office of Education and they have certified that the Second Interim adheres to state standards. They also concur with a Positive Certification.

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

District Boards are required to certify a Second Interim Report as Positive, Qualified, or Negative by March 17, 2019. Both the District and the Humboldt COE are in concurrence that this Second Interim Report qualifies for a Positive Certification rating. This Certification implies the District is able to meet its obligations.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal  
Denise Grinsell, Business Manager



FERDALE UNIFIED SCHOOL DISTRICT

ALL FUNDS

SECOND INTERIM WORKING BUDGET

FISCAL YEAR 2018-19

2/28/2019

A. REVENUES

Local Control Funding Formula	General Fund/TRANS Unrestricted	General Fund/TRANS Restricted	General Fund/TRANS Total	Cafeteria Fund	Special Reserves	Bond Construction	County School Facilities	Capital Outlay	Retiree Fund	Capital Facilities	Total All Funds
Federal Sources	\$ 5,206,594		\$ 5,206,594	\$ 87,900							\$ 5,206,594
Other State Sources	477	735,161	735,638	102,725							823,538
Other Local Sources	176,300	566,050	742,350	25,539	3,000			160	750		845,075
	41,389	176,947	218,336								247,785

Total Revenue

	\$ 5,424,760	1,478,158	6,902,918	216,164	3,000			160	750		7,122,992
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B. EXPENDITURES

Certificated Salaries	2,093,476	420,426	2,513,902	37,242							2,513,902
Classified Salaries	456,585	345,225	801,810	25,247							839,052
Employee Benefits	1,166,878	495,859	1,662,737	141,917							1,687,984
Supplies	268,799	270,497	539,296	47,952							681,213
Services & Other Operating	778,562	810,133	1,588,695								1,636,647
Capital Outlay											
Other Outgo	58,083	185,921	244,004								244,004
Support Costs	(37,314)	37,314									

Total Expenditures

	4,785,069	2,565,375	7,350,444	252,358							7,602,802
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C. EXCESS REVENUES (EXPENDITURES)

D. OTHER FINANCING SOURCES/USES

Interfund Transfers In	639,691	(1,087,217)	(447,526)	(36,194)	3,000			160	750		(479,810)
Interfund Transfers Out											
Other Sources	(33,255)		(33,255)	33,255							33,255
Other Uses											(33,255)
Contributions	(847,251)	847,251									

Total Other Sources (Uses)

	(880,506)	847,251	(33,255)	33,255							
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E. FUND BALANCE INCREASE (DECREASE)

F. ADJUSTED BEGINNING BALANCE

	(240,815)	(239,966)	(480,781)	(2,939)	3,000			160	750		(479,810)
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G. ENDING BALANCE

	1,128,659	250,529	1,379,188	21,081	512,928			18,027	80,612	835	2,012,671
	\$ 897,844	\$ 10,563	\$ 898,407	\$ 18,142	\$ 515,928	\$	\$	\$ 18,187	\$ 81,362	\$ 835	\$ 1,532,861

District Reserve of 18.54% includes:

General Fund Designated for Economic Uncertainty: \$ 852,730

Special Reserve Fund Ending Balance: \$ 515,928

TOTAL: \$ 1,368,658

Total General Fund Expenditures, Transfers out and Uses

\$7,383,699

Recommended Minimum Reserve Calculation at 4%:

\$295,348

18.54%

Budgeted Reserve Level:

## FERNDAL Unified School District

## ALL FUNDS

## SECOND INTERIM MULTI-YEAR PROJECTION

FISCAL YEAR 2019-20

GENERAL FUND 2013-2014											
	Unrestricted	Restricted	Total	Fund	Reserves	Construction	Facilities	Outlay	Fund	Facilities	All Funds
A. REVENUES											
Local Control Funding Formula	\$ 5,183,736	\$ 477	\$ 5,183,736	\$		\$	\$	\$	\$	\$	\$ 5,183,736
Federal Sources	88,490	735,161	735,638	87,900							823,538
Other State Sources	41,389	274,102	362,592	7,725							370,317
Other Local Sources		176,947	218,336	25,539	3,000			160	750		247,785
Total Revenue	5,314,092	1,186,210	6,500,302	121,164	3,000			160	750		6,625,376
B. EXPENDITURES											
Certificated Salaries	2,132,940	420,426	2,553,366								2,553,366
Classified Salaries	474,035	345,225	819,260	37,242							856,502
Employee Benefits	1,237,180	495,859	1,733,039	25,247							1,758,286
Supplies	268,799	87,231	356,030	91,917							447,947
Services & Other Operating	778,562	462,063	1,240,625	2,952							1,243,577
Capital Outlay											
Other Outgo	58,083	185,921	244,004								244,004
Support Costs	(37,314)	37,314									
Total Expenditures	4,912,285	2,034,039	6,946,324	157,358							7,103,682
C. EXCESS REVENUES (EXPENDITURES)				(36,194)	3,000			160	750		(478,306)
D. OTHER FINANCING SOURCES/USES											
Interfund Transfers In											
Interfund Transfers Out	(36,194)	(847,829)	(446,022)	36,194							36,194
Other Sources			(36,194)								(36,194)
Other Uses											
Contributions	(847,251)	847,251									
Total Other Sources (Uses)	(883,445)	847,251	(36,194)	36,194							
E. FUND BALANCE INCREASE (DECREASE)	(481,638)	(578)	(482,216)								
F. ADJUSTED BEGINNING BALANCE	887,844	10,563	898,407	18,142	515,928			18,187	81,362	835	(478,306)
G. ENDING BALANCE	\$ 406,206	\$ 9,985	\$ 416,191	\$ 18,142	\$ 518,928	\$	\$	\$ 18,347	\$ 82,112	\$ 835	\$ 1,054,555
District Reserve of 12.95% includes:											
General Fund Designated for Economic Uncertainty: \$ 385,236											
Special Reserve Fund Ending Balance: \$ 518,928											
TOTAL: \$ 904,164											
Total General Fund Expenditures, Transfers out and Uses \$6,982,518											
Recommended Minimum Reserve Calculation at 4%: \$279,301											
Budgeted Reserve Level: 12.95%											

District Reserve of 12.95% includes:

General Fund Designated for Economic Uncertainty: \$ 385,236

Special Reserve Fund Ending Balance: \$ 518,928

TOTAL:	\$	904,164
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Total General Fund Expenditures, Transfers out and Uses

**\$279,301**

Level: 12.95%

Budgeted Reserve Level:

**FERNDALE UNIFIED SCHOOL DISTRICT**

B:\district\allfunds\45 18-19 2nd Interim\MYP

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

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

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

**AGENDA ITEM:** 11.2

**DATE:** March 13, 2019

**SUBJECT:**

Approve Capital Outlay Purchase from CTEIG (Career Technical Education Incentive Grant) of H35ft. Fork Lift

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Approve Capital Outlay Purchase as required by State and Grant guidelines

**PREVIOUS STAFF/BOARD ACTION:**

The Board must approve Capital Outlay Purchases

**FISCAL IMPLICATIONS:**

The purchase is part of an approved CTEIG plan and will be purchased with grant funding.

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

Bill of Sale Date: \_\_\_\_\_ I, the undersigned seller, \_\_\_\_\_  
 for the sum of \$ \_\_\_\_\_ ( \_\_\_\_\_ dollars) sell to the undersigned buyer,  
 \_\_\_\_\_ the following store fixtures.

Quantity	Item	Price Each	Ext. Price
	Maddix Front Endcap.	\$ 125.00	\$ -
	36" x 14" Maddix shelves.	\$ 15.00	\$ -
	36" x 18" Maddix shelves.	\$ 15.00	\$ -
SOLD OUT	Small Wood Clothing Rack.	\$ 75.00	\$ -
	Large Wood Clothing Rack.	\$ 125.00	\$ -
	Maddix Black Basket w/ 4 dividers.	\$ 25.00	\$ -
	Additional Dividers.	\$ 3.00	\$ -
	Maddix shelves 48" x 20".	\$ 15.00	\$ -
	Maddix shelves 48" x 16".	\$ 15.00	\$ -
	Maddix 48" x 96" wall gondolas w/ deck.	\$ 125.00	\$ -
	Hypermaxi upper 8' rack w/ two upper shelves	\$ 150.00	\$ -
	Maddix 48" x 84" double sided gondola w/	\$ 150.00	\$ -
	Additional 4' units	\$125.00	\$ -
	Chrome Front 48"	\$ 3.00	\$ -
	Chrome Dividers	\$ 1.00	\$ -
	Hillman Bins Empty	\$ 10.00	\$ -
1	Hyster H35ft Fork Lift	\$ 9,500.00	\$ 9,500.00
	Hyster H50ft Fork Lift	\$17,500.00	\$ -
	N8518490 Storage Shed 34cu-ft	\$ 194.00	\$ -
	Peg 2" (100 per box)	\$ 15.00	\$ -
	Peg 4" (100 per box)	\$ 16.00	\$ -
	Peg 6" (100 per box)	\$ 16.50	\$ -
	Peg 8" (100 per box)	\$ 17.00	\$ -
	Peg 10" (100 per box)	\$ 17.50	\$ -
	Peg 12" (100 per box)	\$ 20.00	\$ -
	J-Hooks (clip Strip)	\$ 1.00	\$ -
SOLD OUT	Lockers	\$ 25.00	\$ -
SOLD OUT	Striking Tool Rack	\$ 75.00	\$ -
	Bypass racking	\$ 150.00	\$ -
<b>Sub total</b>			\$ 9,500.00
<b>Tax (8.5%)</b>			\$ 807.50
<b>Grand Total</b>			\$ 10,307.50

The undersigned buyer accepts receipt of this Bill of Sale and understands that the above store fixtures are sold in "as is" condition with no guarantees or warranties, either expressed or implied.

Seller's name (print): \_\_\_\_\_ Nilsen Company  
 Seller's signature: \_\_\_\_\_