

Ferndale Unified School District

Board of Trustees

Danella Barnes-Penman

Jerry Hansen

JoLynn Jorgensen

Corrie Pedrotti

Cory Nunes

January 9, 2019

Regular School Board Meeting

6:30 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

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

AGENDA

1.0 CALL TO ORDER

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

2.0 ADJUSTMENTS TO THE AGENDA

3.0 PUBLIC COMMENT ON CLOSED SESSION 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

4.1 Public Employment Pursuant to Government Code Section 54957
Performance Evaluation for the Superintendent/Principal

4.2 Public Employment Pursuant to Government Code Section 54957
FHS 0.34 FTE Math Teacher

4.3 Negotiations: Pursuant to Government Code Section 54957.6
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 Reports
- 8.2 Certificated Representative Report
- 8.3 Classified Representative Report
- 8.4 Facilities Report
- 8.5 School Improvement Grant (SIG) Report
- 8.6 Local Control Accountability Plan (LCAP) Report
- 8.7 2018-2019 Budget Report
- 8.8 Elementary School Principal Report
- 8.9 High School Principal/Superintendent Report
- 8.10 Board Member Reports/Announcements

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

- 9.1 Approve Board Meeting Minutes - Regular Meeting (December 12, 2018)
- 9.2 Approve Commercial Warrants (December 2018)
- 9.3 Approve Personnel Activity Report
- 9.4 Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports

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

- 10.1 Review/Discuss BP/AR 4158/4258/4358 Employee Security (Revised)
- 10.2 Review/Discuss BP/AR 4161.9/4261.9/4361.9 Catastrophic Leave Program (Revised)
- 10.3 Review/Discuss BP/AR 5111 Admission (Revised)
- 10.4 Review/Discuss BP/AR 5117 Interdistrict Attendance (Revised)

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

- 11.1 Approve Williams Uniform Complaint (4th) Quarterly Report
- 11.2 Accept the 2017-2018 Financial Audit Report
- 11.3 Approve the 2017-2018 Financial Audit Corrective Action Plan
- 11.4 Approve Humboldt County Schools Interdistrict Agreement Contract and Form
- 11.5 Approve CS-7 Authorization for Payroll and Commercial Warrant Signers

12.0 FUTURE AGENDA ITEMS

- 12.1 2020-2021 FUSD Calendar
- 12.2 FHS Spring Athletic Schedules
- 12.3 School Accountability Report Cards (SARC) for 2017-2018 year
- 12.4 Board Policy Updates

13.0 REVIEW OF CORRESPONDENCE TO THE BOARD

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: January 19, 2019

SUBJECT:

Regular Board Meeting Minutes (December 12, 2018)

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

**December 12, 2018
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/FLAG SALUTE

Clerk Jorgensen called the meeting to order at 6:30 p.m.

2.0 ADMINISTRATION OF OATH OF OFFICE

Clerk Jorgensen administered the oath of office to new elected/appointed members Barnes-Penman, Hansen and Pedrotti.

3.0 ADJUSTMENTS TO THE AGENDA

Supt. Anderson requested that FHS Athletic Trainer be added to 5.1 Public Employment Pursuant to Government Code Section 54957

4.0 PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

None

5.0 ADJOURN TO CLOSED SESSION

Clerk Jorgensen adjourned to closed session at 6:34 p.m.

5.1 Public Employment Pursuant to Government Code Section 54957
FES Cheer Coach

5.2 Negotiations: Pursuant to Government Code Section 54957.6
Conference with Labor Negotiators
Negotiators – Beth Anderson
Organization – Ferndale Unified Teacher's Association

6.0 REGULAR SESSION RECONVENED

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

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

Clerk Jorgensen reported that the board approved the recommendation of the administration to hire:

Mariah Mela – FES Cheer Coach and Jodi Grinsell – FHS Winter Sport Season Athletic Trainer.

There was no reportable action taken on 5.2 Negotiations

7.0 WELCOME/FLAG SALUTE

8.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)

Ferndale Enterprise Editor Caroline Titus requested that the board reenact the swearing in for a photo opportunity.

There was no other public comment.

9.0 ANNUAL BOARD ORGANIZATION AND ELECTION OF OFFICERS

Clerk Jorgensen opened the organizational meeting.

A motion was made by Danella Barnes-Penman and seconded by Corrie Pedrotti to nominate JoLynn Jorgensen for the office of Board President. There were no other nominations. Roll call vote summary: Ayes5-0 noes.

A motion was made by Corrie Pedrotti and seconded by JoLynn Jorgensen to nominate Danella Barnes-Penman for the office of Clerk of the Board. There were no other nominations. Roll call vote summary: Ayes5-0 noes.

After a brief discussion by the board, it was decided that meetings will continue to be held the second Wednesday of each month with the exception of June due to budget adoption. That date will be determined at a subsequent meeting.

10.0 ANNOUNCEMENTS/REPORTS

10.1 Student Representative Reports

FHS FFA representative Kyersten Borges shared that the recent Ag Day for FES K-6th graders was a great success. The club recently “manned” the ice skating rink as a public service project. Competition season is ready to begin in early 2019.

Tiarra Russ from FES ASB told the board they are participating in the Humboldt Holiday Food Drive with FHS and many other schools. 1100 pounds were collected by the two schools.

Maxwell Phillips shared that the annual “Holiday Cheer” for shut in seniors would take place on December 19. They will sing Christmas carols and deliver cookies.

10.2 Certificated Representative Report

Lena Utroske from FES reported that classes were busy making ornaments for the trees uptown. The 3rd grade held their annual mistletoe sale during Hospitality Night. Mrs. Boynton is working with students on HOT Math. The 4th grade classes are having fun with the great gingerbread project. The Winter Program will be December 20. Other classes are working on public speaking and science fair projects.

10.3 Classified Representative Report

None

10.4 Facilities Report

Supt. Anderson told the board that Cal Fire was here during Thanksgiving break helping with maintenance projects. The boiler at FES is finally fixed and the gym floors at FES were waxed over break. FHS gym floors will be done over Winter break. A new slab was poured for a self-contained refrigeration unit purchased through a CTE grant (Farm to Table). And new blinds were installed in the library at FHS.

10.5 School Improvement Grant (SIG) Report

Principal Griffith said that the leadership team will be meeting in December. Mr. Totten and Mrs. Boynton recently attended MTSS training at HCOE which is a multiple tiered system of support. PBIS is being fine-tuned. Third through eighth grade assessments are being completed.

10.6 Local Control Accountability Plan (LCAP) Report

Supt. Anderson shared that the Dashboard is going live on the CDE website. She is looking to see if it is lining up with the way we thought it would look. It shows we can use improvement in the Language Arts area. LCAP meetings with stakeholders will take place in the spring for input.

10.7 2018-2019 Budget Report

Denise Grinsell said that with the addition of new board members, she would give a brief "Budget 101" at a meeting in the near future.

10.8 Elementary School Principal Report

Principal Griffith reiterated that the Winter Program will be December 20 at 9 a.m. and 6 p.m. Many classes were enjoying the skating rink for good behavior. Several classes have attended the Winter play uptown. Ryan Keller from HCOE recently trained staff on resources available for research projects. SSC has met and is updating the SPSA, ELAC is working with Mrs. Soderman and Augustine from HCOE. Student Council will deliver Holiday Cheer. Sarah Kasso headed a coin drive to raise money, over \$500, for the Camp Fire victims. Wednesday will be a school wide holiday ham lunch.

10.9 High School Principal/Superintendent Report

Supt. Anderson said the canned food drive went fantastic. Donations are still being collected for the Camp Fire victims. Seniors have completed their UC/CSU applications. The fall sports banquet was well attended with 25 scholar athletes recognized. Winter sports are now underway. Ad Day was awesome. The positive discipline plan is going well. The all call system is ready to go. WASC is in full swing and negotiations are underway.

10.10 Board Member Reports/Announcements

Cory Nunes thanked everyone in the audience for coming.

JoLynn Jorgensen said she enjoyed the banquet and liked the new format.

Danella Barnes-Penman said the Thanksgiving lunch at FES was great.

11.0 CONSENT AGENDA ITEM(S)

11.1 Approve Board Meeting Minutes

Regular Meeting (November 14, 2018)

11.2 Approve Commercial Warrants (November 2018)

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

11.4 Approve Personnel Activity

11.5 Approve District Volunteers

11.6 Approve Fundraiser Requests

A motion was made by Danella Barnes-Penman and seconded by Jerry Hansen to approve the consent agenda less 11.5. Roll call vote summary: ayes 5-0 noes.

A motion was made by Cory Nunes and seconded by Danella Barnes-Penman to approve 11.5 District Volunteers. Roll call vote summary: ayes 4-0 noes, Jorgensen abstained.

12.0 INFORMATION/ACTION

12.1 Receive/Discuss Elementary and High School Graduation Ceremonies

It was discussed that Jerry Hansen and JoLynn Jorgensen would like to preside over the FES graduation as they both have family members graduating. JoLynn Jorgensen and Danella Barnes-Penman will preside over the FHS graduation.

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

Member Hansen said he would to see testing start up again in the fall of 2019. Cory Nunes suggested that the policy be revisited in April.

12.3 Receive/Discuss AR 3541 Transportation Routes and Services

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to approve AR 3541 Transportation Routes and Services. Roll call vote summary: ayes 5-0 noes.

13.0 ACTION ITEMS

13.1 Approve Positive 2018-2019 First Interim Report Certification

Denise Grinsell handed out a comparative report for budget adoption vs. 1st interim. She explained the deficit spending as reflected in the district reserves in the out years was a result of rolling programs and personnel out with no changes. To show fiscal solvency, adjustments would need to be reflected at 2nd Interim. She requested that the board approve the First Interim Report with a positive certification.

A motion was made by Danella Barnes-Penman and seconded by Corrie Pedrotti to approve a positive certification for 2018-2019 First Interim Report. Roll call vote summary: ayes 5-0 noes.

14.0 FUTURE AGENDA ITEMS

- 14.1 LCAP Input
- 14.2 Williams Quarterly Report
- 14.3 Board Policy Updates
- 14.4 2017-2018 Audit Report
- 14.5 Superintendent Evaluation

15.0 REVIEW OF CORRESPONDENCE TO THE BOARD

None

16.0 ADJOURNMENT

President Jorgensen adjourned the meeting at 8:24 p.m.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.2

DATE: January 9, 2019

SUBJECT:

Commercial Warrants Summary (December 2018)

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 PAYMENT REPORT

Board of Trustees Meeting 01/09/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190359	ACSA - MSC #06003 P.O. BOX 742061 LOS ANGELES, CA 90074-2061	DEC DUES	\$148.75
			** TOTAL PAYMENT AMOUNT:	\$148.75
	PV-190357	ADVANCED SECURITY SYSTEMS 1336 4TH STREET EUREKA, CA 95501-5550	FES DEC MONITOR	\$76.50
			** TOTAL PAYMENT AMOUNT:	\$76.50
	PV-190358	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540	KEYS FES	\$7.60
			** TOTAL PAYMENT AMOUNT:	\$7.60
	PV-190360	BOYNTON, HEATHER [REDACTED] [REDACTED]	SIG TRAVEL/MATERIALS	\$1,055.86
			** TOTAL PAYMENT AMOUNT:	\$1,055.86
	PV-190361	CABRERA, SANDRA [REDACTED] [REDACTED]	MILEAGE	\$412.02
			** TOTAL PAYMENT AMOUNT:	\$412.02
	PV-190383	CAL-ORE GREASE TRAP SERVICES P.O. BOX 751 CRESCENT CITY, CA 95531	DEC SERVICW	\$125.00
			** TOTAL PAYMENT AMOUNT:	\$125.00
	PV-190362	CAMPTON ELECTRIC 605 W CLARK ST EUREKA, CA 95501	BULBS	\$135.98
			** TOTAL PAYMENT AMOUNT:	\$135.98
	PV-190384	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	\$92.46
			** TOTAL PAYMENT AMOUNT:	\$92.46
	PV-190363	CHEVRON USA INC PO BOX 70995 CHARLOTTE, NC 28272-0887	FUEL	\$476.68
			** TOTAL PAYMENT AMOUNT:	\$476.68

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting . . . 01/09/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190385	CRYSTAL CREAMERY		\$349.56
		P.O. BOX 44000	MILK	
		DEPT 33369		
		SAN FRANCISCO, CA 94144-3369		
			** TOTAL PAYMENT AMOUNT:	\$349.56
	PV-190364	ECOLAB		\$339.47
		26252 NETWORK PL	NOV SERVICES	
		CHICAGO, IL 60673-1262		
			** TOTAL PAYMENT AMOUNT:	\$339.47
	PV-190365	EUREKA OXYGEN		\$18.80
		2810 JACOBS AVE	SUPPLIES	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$18.80
	PV-190366	EUREKA RUBBER STAMP CO		\$244.83
		520 F STREET	SUPPLIES	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$244.83
	PV-190367	FISK-BECKER, JENNIFER		\$10.00
		[REDACTED]	SUPPLIES	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$10.00
	PV-190386	FRANZ FAMILY BAKERIES		\$77.02
		P.O. BOX 742654/	BREAD	
		LOS ANGELES, CA 90074-2654		
			** TOTAL PAYMENT AMOUNT:	\$77.02
	PV-190368	HIGH ROCK CONSERVATION CAMP	058	\$300.00
		P.O. BOX 176	01INT. SERVICES	
		WEOTT, CA 95571		
			** TOTAL PAYMENT AMOUNT:	\$300.00
	PV-190369	MEENDES SUPPLY CO.		\$2,661.96
		1030 W. DEL NORTE STREET	SUPPLIES/SCRUBBER	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$2,661.96
	PV-190370	NIEKRASZ PLUMBING INC		\$7,585.84
		2228 CHANEY LANE	FES BOILER REPAIRS	
		EUREKA, CA 95503		
			** TOTAL PAYMENT AMOUNT:	\$7,585.84

Board of Trustees Meeting 01/09/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190371	NILSEN CO P. O. BOX 398 FERNDALÉ, CA 95536	SUPPLIES	\$250.25
			** TOTAL PAYMENT AMOUNT:	\$250.25
	PV-190372	PACIFIC PAPER COMPANY 2825 F STREET EUREKA, CA 95501	OFFICE SUPPLIES	\$25.14
			** TOTAL PAYMENT AMOUNT:	\$25.14
	PV-190373	PETERSEN, DANNIELLE [REDACTED] [REDACTED]	LIVE SCAN	\$35.00
			** TOTAL PAYMENT AMOUNT:	\$35.00
	PV-190387	PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938	FES CAF	\$511.50
			** TOTAL PAYMENT AMOUNT:	\$511.50
	PV-190374	REDI RENTS 124 MAIN STREET FORTUNA, CA 95540	EQUIP RENT FOR CALFIRE	\$520.80
			** TOTAL PAYMENT AMOUNT:	\$520.80
	PV-190375	REVOLVING CASH FUND FERNDALÉ UNION HIGH	FFA SUPPLIES	\$149.22
	PV-190376	REVOLVING CASH FUND FERNDALÉ UNION HIGH	FHS CAF NOGA	\$575.34
			** TOTAL PAYMENT AMOUNT:	\$724.56
	PV-190377	SUDDEN LINK P.O. BOX 660365 DALLAS, TX 75266-0365	INTERNET	\$242.33
			** TOTAL PAYMENT AMOUNT:	\$242.33
	PV-190388	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAF	\$1,334.61
			** TOTAL PAYMENT AMOUNT:	\$1,334.61
	PV-190378	TAYLOR, HEIDI [REDACTED] [REDACTED]	PBIS SIG TRAVEL	\$304.11
			** TOTAL PAYMENT AMOUNT:	\$304.11

Board of Trustees Meeting 01/09/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190379	TREBRON COMPANY INC. 5506 35TH AVE. N.E. SEATTLE, WA 98105	INTERNET FILTER	\$3,590.31
			** TOTAL PAYMENT AMOUNT:	\$3,590.31
	PV-190380	U.S. BANCORP EQUIP FINANCE IN P.O. BOX 790448 ST. LOUIS, MO 63179-0448	COPIER LEASE	\$2,529.74
			** TOTAL PAYMENT AMOUNT:	\$2,529.74
	CM-120618	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428	HOMEAWAY DEP RETURN	\$500.00-
	PV-190381	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428	SUPPLIES	\$4,204.37
			** TOTAL PAYMENT AMOUNT:	\$3,704.37
	PV-190382	VALLEY LUMBER & MILLWORK 657 SHAW AVENUE P.O. BOX 517 FERNDALÉ, CA 95536	MATERIALS	\$519.60
			** TOTAL PAYMENT AMOUNT:	\$519.60
			**** BATCH TOTAL AMOUNT:	\$28,410.65

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 01/09/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
PV-190389 ACCREDITING COMMISSION FOR SC                $650.00
          533 Airport Blvd. Suite 200  RESCHEDULE FEE
          BURLINGAME, CA  94010
          ** TOTAL PAYMENT AMOUNT:                $650.00

PV-190390 ALEXANDRE, ALEXA                $151.61
          [REDACTED] SUPPLIES
          [REDACTED]
          ** TOTAL PAYMENT AMOUNT:                $151.61

PV-190426 ANDERSON, BETH                $364.07
          [REDACTED] DVD/MILEAGE OCT-DEC
          [REDACTED]
          ** TOTAL PAYMENT AMOUNT:                $364.07

PV-190391 ASAP LOCK & KEY                $10.85
          581 SO. FORTUNA BLVD. KEYS
          FORTUNA, CA  95540
          ** TOTAL PAYMENT AMOUNT:                $10.85

PV-190392 CALIF. ASSOC. FFA                $1,020.00
          P.O. BOX 460 AG REGISTRATION
          GALT, CA  95632
          ** TOTAL PAYMENT AMOUNT:                $1,020.00

PV-190420 CASH & CARRY                $1,456.59
          P.O. BOX 910948 FHS CAF
          LOS ANGELES, CA  90091-0948
          ** TOTAL PAYMENT AMOUNT:                $1,456.59

PV-190421 CRYSTAL CREAMERY                $525.66
          P.O. BOX 44000 MILK
          DEPT 33369
          SAN FRANCISCO, CA  94144-3369
          ** TOTAL PAYMENT AMOUNT:                $525.66

PV-190393 DCI BUILDERS                $338.03
          P.O. BOX 112 DEBRIS REMOVAL
          FERNDAL E, CA  95536-0112
          ** TOTAL PAYMENT AMOUNT:                $338.03

PV-190394 DEPARTMENT OF JUSTICE                $288.00
          STATE OF CALIFORNIA LIVE SCAN
          ACCOUNTING OFFICE/CASHIER UNI
          P.O. BOX 944255
          SACRAMENTO, CA  94244-2550
          ** TOTAL PAYMENT AMOUNT:                $288.00

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Board of Trustees Meeting 01/09/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190395 EEL RIVER DISPOSAL CO INC          $1,564.95
          PO BOX 266                GARBAGE
          FORTUNA, CA  95540
          ** TOTAL PAYMENT AMOUNT:      $1,564.95

PV-190396 FERNDALÉ ENTERPRISE          (C)          $84.50
          PO BOX 1066                LEGAL NOTICE
          FERNDALÉ, CA  95536
          ** TOTAL PAYMENT AMOUNT:      $84.50

PV-190397 FOLLETT SOFTWARE COMPANY          $727.50
          P.O. BOX 91826                RENEWAL
          CHICAGO, IL  60693
          ** TOTAL PAYMENT AMOUNT:      $727.50

PV-190398 FORTUNA IRON                    $581.33
          FORTUNA IRON CORPORATION    MATERIALS
          PO BOX 23
          FORTUNA, CA  95540
          ** TOTAL PAYMENT AMOUNT:      $581.33

PV-190422 FRANZ FAMILY BAKERIES          $197.36
          P.O. BOX 742654/                BREAD
          LOS ANGELES, CA  90074-2654
          ** TOTAL PAYMENT AMOUNT:      $197.36

PV-190399 FRONTIER                        $2,752.98
          P.O. BOX 20550                INTRNET
          ROCHESTER, NY  14602-0550
          ** TOTAL PAYMENT AMOUNT:      $2,752.98

PV-190418 GEORGE'S GLASS SHOP            $449.65
          360 N FORTUNA BLVD.          WINDSHEILD REPAIR BUS #7
          FORTUNA, CA  95540
          ** TOTAL PAYMENT AMOUNT:      $449.65

PV-190400 HUMBOLDT FENCE COMPANY          $1,799.57
          564 HIGHWAY 36                GATE AT FES
          FORTUNA, CA  95540
          ** TOTAL PAYMENT AMOUNT:      $1,799.57

PO-190039 LEARNING WITHOUT TEARS        keyboarding licenses          $1,633.39
          806 W DIAMOND AVE            keyboarding licenses
          STE 230
          GAITHERSBURG, MD  20878-1415
          ** TOTAL PAYMENT AMOUNT:      $1,633.39

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Board of Trustees Meeting 01/09/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190401 MCCULLOCH, LEANNE
[REDACTED] MILEAGE AUG-DEC \$91.56
[REDACTED]
** TOTAL PAYMENT AMOUNT: \$91.56

PV-190402 MELA, MARIAH
[REDACTED] LIVESCAN \$35.00
[REDACTED]
** TOTAL PAYMENT AMOUNT: \$35.00

PV-190403 P G & E
2555 MYRTLE AVENUE POWER \$4,974.91
EUREKA, CA 95501-9917
** TOTAL PAYMENT AMOUNT: \$4,974.91

PV-190404 PITNEY BOWES
P. O. BOX 371887 RENTAL FES \$94.41
PITTSBURGH, PA 15250-7874
** TOTAL PAYMENT AMOUNT: \$94.41

PV-190405 PRESENCE LEARNING INC
PO BOX 743532 SPEECH FOR NOV \$1,175.40
LOS ANGELES, CA 90074-3532
** TOTAL PAYMENT AMOUNT: \$1,175.40

PV-190423 PRO PACIFIC FRESH
P.O. BOX 1069 CAF \$1,016.78
DURHAM, CA 95938
** TOTAL PAYMENT AMOUNT: \$1,016.78

PV-190407 RENNER PETROLEUM
PO BOX 4868 DIESEL \$1,268.81
EUREKA, CA 95502
** TOTAL PAYMENT AMOUNT: \$1,268.81

PV-190406 RENNER, MARY JO
[REDACTED] LIVE SCAN \$35.00
[REDACTED]
** TOTAL PAYMENT AMOUNT: \$35.00

PV-190408 RESTIF CLEANING SERVICE
PO BOX 3520 CLEANING NOV \$9,834.00
EUREKA, CA 95502-3520
** TOTAL PAYMENT AMOUNT: \$9,834.00

Board of Trustees Meeting 01/09/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190409 REVOLVING CASH FUND
      FERNDALÉ UNION HIGH          SUB SERVICE/FHS CAF          $136.94

PV-190410 REVOLVING CASH FUND
      FERNDALÉ UNION HIGH          FHS CAF                      $99.26
      ** TOTAL PAYMENT AMOUNT:    $236.20

PV-190411 SAFEWAY INC.
      P.O. BOX 742918              FOOD BASKETS/AG DAY          $744.87
      LOS ANGELES, CA  90074-2918
      ** TOTAL PAYMENT AMOUNT:    $744.87

PV-190412 SEQUOIA GAS CO      (C)
      926 MAIN STREET              PROPANE                      $1,490.79
      FORTUNA, CA  95540
      ** TOTAL PAYMENT AMOUNT:    $1,490.79

PV-190413 SHADY LADY
      405 HENDERSON ST             LIBRARY SHADES               $1,462.33
      EUREKA, CA  95501
      ** TOTAL PAYMENT AMOUNT:    $1,462.33

PV-190414 SHASTA COUNTY OFFICE OF ED
      BUSINESS SERVICES ACCT REC DE BREIN MCCALL COACHING
      1644 MAGNOLIA AVE.
      REDDING, CA  96001
      ** TOTAL PAYMENT AMOUNT:    $20,000.00

PV-190415 SIX RIVERS PORTABLE TOILETS
      P.O. BOX 1329                FACILITIES                   $271.94
      BLUE LAKE, CA  95525
      ** TOTAL PAYMENT AMOUNT:    $271.94

PV-190424 SYSCO
      P.O. BOX 138007              CAF                          $1,329.25
      SACRAMENTO, CA  95813-8007
      ** TOTAL PAYMENT AMOUNT:    $1,329.25

PV-190416 UTROSKE, LENA
      [REDACTED]                   CLASS SUPPLIES,              $7.96
      [REDACTED]
      ** TOTAL PAYMENT AMOUNT:    $7.96

PV-190417 WYCKOFF PLUMBING
      2065 MAIN ST                 SUMP PUMP/SUPPLIES          $560.67
      FORTUNA, CA  95540
      ** TOTAL PAYMENT AMOUNT:    $560.67

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Board of Trustees Meeting ... 01/09/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
------	--------	-------------	-------------	--------

**** BATCH TOTAL AMOUNT: \$59,225.92

TOTAL NUMBER OF PAYMENTS: 67 **** GRAND TOTAL AMOUNT: \$87,636.57

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: January 9, 2019

SUBJECT:

Personnel Activity Report

DEPARTMENT/PROGRAM:

Administration/Personnel

ACTION REQUESTED:

Approve Personnel Activity Report

PREVIOUS STAFF/BOARD ACTION:

Board receives a report when there is any personnel activity.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Attached is a list of personnel activity.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager

Beth Anderson, Superintendent/Principal

FERNDALÉ UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT
January 9, 2019

CURRENT VACANCIES – 2018-2019 SCHOOL YEAR

CERTIFICATED PERSONNEL

0.34 Math Teacher, Ferndale High (2nd semester)

CLASSIFIED PERSONNEL

None

COACHING PERSONNEL

Golf – Ferndale High

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.4

DATE: January 9, 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

12/21/2018

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	34	38	38	31	36	47	33	-	-	-	-	-	326																
-	6	33	30	34	38	38	31	36	47	33	-	-	-	-	-	326																

Ferndale High School

12/21/2018

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
-	-	-	-	-	-	-	-	-	-	-	-	28	49	41	34	152
-	-	-	-	-	-	-	-	-	-	-	-	28	49	41	34	152



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

3806 TRN S Y ST01

Business Statement

Account Number:
1 575 1366 8200
Statement Period:
Nov 1, 2018
through
Nov 30, 2018

Page 1 of 2



000088700 01 AB 0.408 106481817840429 P Y
FERNDAL UNIFIED SCHOOL DIST
1231 MAIN ST
FERNDAL CA 95536-9416



To Contact U.S. Bank

24-Hour Business

Solutions:

1-800-673-3555

U.S. Bank accepts Relay Calls

Internet:

usbank.com

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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.

NON PROFIT CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-575-1366-8200

Account Summary

	# Items				
Beginning Balance on Nov 1		\$	1,000.56	Interest Paid this Year	\$ 1.19
Customer Deposits	1		2,060.00	Number of Days in Statement Period	30
Other Deposits	1		0.09		
Checks Paid	1		60.00-		
Ending Balance on Nov 30, 2018		\$	3,000.65		

Customer Deposits

Number	Date	Ref Number	Amount
	Nov 13	8451572467	2,060.00

Total Customer Deposits \$ 2,060.00

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Nov 30	Interest Paid	3000002558	\$ 0.09
Total Other Deposits			\$ 0.09



FERNDAL Unified School Dist
1231 Main St
Ferndale CA 95536-9416

Business Statement

Account Number:
1 575 1366 8200

Statement Period:
Nov 1, 2018
through
Nov 30, 2018

Page 2 of 2



NON PROFIT CHECKING

(CONTINUED)

U.S. Bank National Association

Account Number 1-575-1366-8200

Checks Presented Conventionally

Check	Date	Ref Number	Amount
3008	Nov 20	8357477693	60.00

Conventional Checks Paid (1)	\$	60.00-
------------------------------	----	--------

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Nov 13	3,060.56	Nov 20	3,000.56	Nov 30	3,000.65

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: October 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
Depository Services			
Combined Transactions/Items	25		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-575-1366-8200		\$	0.00

11:30 AM

12/10/18

Ferndale Unified School District
Reconciliation Detail
FUSD Revolving Cash, Period Ending 11/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,000.56
Cleared Transactions						
Checks and Payments - 1 item						
Check	11/5/2018	3008	School and College ...	X	-60.00	-60.00
Total Checks and Payments					-60.00	-60.00
Deposits and Credits - 2 items						
Deposit	3/31/2018			X	0.09	0.09
Deposit	11/13/2018			X	2,060.00	2,060.09
Total Deposits and Credits					2,060.09	2,060.09
Total Cleared Transactions					2,000.09	2,000.09
Cleared Balance					2,000.09	3,000.65
Register Balance as of 11/30/2018					2,000.09	3,000.65
New Transactions						
Checks and Payments - 1 item						
Check	12/3/2018	3009	Theresa Noga		-724.56	-724.56
Total Checks and Payments					-724.56	-724.56
Total New Transactions					-724.56	-724.56
Ending Balance					1,275.53	2,276.09

11:30 AM

12/10/18

Ferndale Unified School District
Reconciliation Summary
FUSD Revolving Cash, Period Ending 11/30/2018

	Nov 30, 18
Beginning Balance	1,000.56
Cleared Transactions	
Checks and Payments - 1 item	-60.00
Deposits and Credits - 2 items	2,060.09
Total Cleared Transactions	2,000.09
Cleared Balance	3,000.65
Register Balance as of 11/30/2018	3,000.65
New Transactions	
Checks and Payments - 1 item	-724.56
Total New Transactions	-724.56
Ending Balance	2,276.09

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.1

DATE: January 9, 2019

SUBJECT:

BP/AR 4158/4258/4358 - Employee Security

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Receive/Discuss/Approve BP/AR 4158/4258/4358 - Employee Security

PREVIOUS STAFF/BOARD ACTION:

The district previously updated BP/AR 4158/4258/4358 - Employee Security in February of 2015.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

BP/AR 4158/4258/4358 - Employee Security
(BP/AR revised)

Policy updated to add staff training on procedures for responding to an active shooter situation, condense options on pepper spray to recommend that any possession of pepper spray by employees require advance written permission, and reflect renumbering of legal cite pertaining to pepper spray. Regulation updated to clarify the reporting of an attack, assault, or threat and to modify section on pepper spray consistent with revisions to the BP.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal
Denise Grinsell, Business Manager

Ferndale Unified School District

Board Policy

All Personnel

EMPLOYEE SECURITY

BP 4158, 4258, 4358

Note: Pursuant to Government Code 3543.2, safety conditions in employment are a mandatory subject of collective bargaining. The following Board policy and accompanying administrative regulation are **optional** and may be revised to reflect district practice.

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing ~~them with~~ necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

Note: Code of Civil Procedure 527.8 allows ~~an employer~~ **the district** to seek a temporary restraining order and injunction on behalf of an employee against any other individual who has subjected the employee to unlawful violence or a credible threat of violence in the workplace. ~~Penal Code 601 makes it illegal for someone who has made such a threat to enter the threatened person's workplace within 30 days of the threat, seeking to locate that person without lawful purpose and in order to carry out the threat.~~ In City of San Jose v. William Garbett, a California Court of Appeal held that a court's issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person's right to free speech and right of access to a public place.

In addition, Education Code 48905 provides that an employee who is injured or whose property is damaged by willful misconduct of a district student may request that the district pursue legal action against the student or his/her parent/guardian.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. **As appropriate**, ~~the~~ Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

Note: Education Code 48905 provides that an employee who is injured or whose property is damaged by willful misconduct of a district student **under the conditions described below** may request that the district pursue legal action against the student, or his/her parent/guardian pursuant to Education Code 48904. Education Code 48904 provides that a parent/guardian will be liable for damages caused by his/her minor child's willful misconduct resulting in injury to a district student, employee, or volunteer or damage to district or employee property. Also see BP 3515.4 - Recovery for Property Loss or Damage and AR 5125.2 - Withholding Grades, Diploma or Transcripts. The district should consult legal counsel when considering whether to pursue legal action.

~~In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.~~ **The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)**

(cf. 3320 - Claims and Actions Against the District)

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

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

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

EMPLOYEE SECURITY BP 4158, 4258, 4358 (Continued)

The Superintendent or designee shall ensure that employees ~~are trained~~ **receive training** in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, **procedures for responding to an active shooter situation**, and crisis resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also shall ~~ensure that employees are informed~~ **inform teachers**, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. **(Education Code 48201, 49079; Welfare and Institutions Code 827)**

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

Use of Pepper Spray

Note: The following section is **optional** and may be revised to reflect district practice. Penal Code ~~12403.7~~ **22810** authorizes adults, with certain exceptions, to carry **an approved tear gas weapon such as pepper spray** for purposes of self-defense ~~an approved tear gas weapon in which the active ingredient is oleoresin capsicum, a peppery-type substance which causes physical discomfort when discharged on a sensitive part of the body.~~ Penal Code 626.9 and 626.10, which prohibit the possession of weapons on school grounds, do not prohibit the possession of pepper spray on school grounds. Thus, the Governing Board may determine whether to allow ~~(Option 1)~~ or disallow with certain exceptions ~~(Option 2)~~ the possession of pepper spray on school property or at school activities. **See the accompanying administrative regulation for related procedures.** ~~Districts that prohibit employees from possessing pepper spray on school property or at school activities without exception should delete this section.~~

OPTION 1: Employees may possess pepper spray that meets the requirements of Penal Code 12403.7 on school property and at school activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

OPTION 2: Employees ~~may~~ **shall** not carry or possess pepper spray on school property or at school activities, **except when authorized by**. ~~On a case-by-case basis, however, the Superintendent or designee for self-defense purposes, may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances.~~ **When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810.** Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

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

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

Reporting of Injurious Objects

Note: The following **optional** section specifies actions to be taken in the event an employee becomes aware ~~that of~~ any person **who** is in possession of an injurious object, and is consistent with the actions described in AR 5131.7 - Weapons and Dangerous Instruments related to student possession.

Pursuant to Education Code 49334, a school employee who notifies law enforcement regarding a student or adult who is in possession of an injurious object while on school grounds or under the ~~authority jurisdiction~~ of school personnel ~~is immune from civil liability or discipline by the district~~ **cannot be subject to any civil or administrative proceeding, including disciplinary action, for such action.**

EMPLOYEE SECURITY BP 4158, 4258, 4358 (Continued)

The Board requires employees to take immediate action upon being made aware that any person is in possession of **a weapon or an** unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, ~~based upon this analysis,~~ shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

(cf. 3515.7 - Firearms on School Grounds)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, ~~including especially:~~

241.3 Assault against school bus drivers

241.6 Assault on school employee ~~including~~ board member

243.3 Battery against school bus drivers

243.6 Battery against school employee ~~including~~ board member

245.5 Assault with deadly weapon; ~~against~~ school employee ~~including~~ board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

~~12403.7 Weapons approved for self-defense~~

22810 Purchase, possession, and use of tear gas

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Ferndale Unified School District

Administrative Regulation

All Personnel

EMPLOYEE SECURITY

AR 4158, 4258, 4358

An employee may use reasonable and necessary force for ~~his/her~~ self-defense or defense of another person, ~~or protection of property;~~ to quell a disturbance threatening physical injury to others **or damage to property;** or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

Note: Pursuant to Education Code 44014, **it is the duty of an employee and his/her immediate supervisor to report to law enforcement any attack, assault, or physical threat made against the employee by a student. Failure to report such an attack, assault, or physical threat** ~~an employee or principal/supervisor's failure to report to law enforcement an assault, attack, or physical threat by a student~~ is an infraction punishable by a fine ~~of not more than \$1,000~~. It is also an infraction for ~~any person, including a~~ Governing Board members **or employee** to prevent the filing of the report or to impose any sanction against an employee for so doing.

Although the law only requires employees to report attacks, assaults, or threats made by students, the following paragraph requires employees to report any attack, assault, or threat made against them by any other individual on school grounds.

~~Employees~~**An employee** shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against ~~them~~ **him/her** by a student; **or by any other individual in relation to the employee's performance of his/her duties, and any action the employee took in response. When appropriate, the employee and the principal or other immediate supervisor shall report the incident to law enforcement.**

~~Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)~~

~~In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.~~

(cf. 3515.2 - Disruptions)

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

(cf. 3320 - Claims and Actions Against the District)

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

(cf. 3530 - Risk Management/Insurance)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Note: Education Code 49079 requires the district to inform teachers of students who have committed specified acts that constitute grounds for suspension or expulsion. School district officers or employees who knowingly fail to provide this information are guilty of a misdemeanor punishable by a fine and/or imprisonment.

The Superintendent or designee shall inform the teacher(s) of each student who, **during the previous three school years**, has engaged in, or is reasonably suspected of **to have engaged in**, any act, **except** the possession or use of tobacco products, ~~during the previous three school years which could~~ **that would** constitute a grounds

EMPLOYEE SECURITY AR 4158, 4258, 4358 (Continued)

for suspension or expulsion **as specified in AR 5144.1 - Suspension and Expulsion/Due Process.** ~~under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7~~ This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

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

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; see AR 5125 - Student Records. Once the record is received, the Superintendent or designee must inform the student's teacher(s) of the acts as specified below.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended **from school** or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

Note: The following **optional** paragraph is for use by districts maintaining a district police or security department. Welfare and Institutions Code 828 specifies that information gathered by a law enforcement agency relating to a minor taken into custody may be disclosed to a school district police or security department. The following paragraph addresses ~~what the~~ **authority of the** district police department **to utilize** ~~may do with~~ such information as it pertains to certain offenses committed by students.

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal **shall** also ~~may~~ inform any teacher or administrator **directly supervising or reporting on the student's behavior or progress whom** he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

EMPLOYEE SECURITY AR 4158, 4258, 4358 (Continued)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

Note: The following ~~optional~~ section describes procedures for maintaining confidentiality of student records and documenting the district's good faith effort to notify counselors or teachers about student offenses. Intentional violation of the confidentiality provisions of Welfare and Institutions Code 827 is a misdemeanor punishable by a fine. This section may be modified to reflect district practice.

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee. ~~The staff member~~ **He/she** shall also initial the student's file when reviewing it in the school office. ~~Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.~~

Use of Pepper Spray

Note: The following ~~optional~~ section ~~may be revised to reflect district practice. is for use by districts that allow all or individual any employees to carry pepper spray on school property or at school activities; see the accompanying Board policy. Districts that prohibit all employees from possessing pepper spray on school property or at school activities should delete this section.~~

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray ~~on school property or to a school-related activity~~ shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. ~~Should~~ **The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.** ~~determines that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.~~

~~Employees who possess pepper spray on school property shall be notified~~ **When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:**

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

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

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

3. ~~Employees shall ensure that~~ **The pepper spray is must be stored in a secure place and not be accessible to students or other individuals. An employee who is negligent in the Negligent storage of the pepper spray may be subject the employee to disciplinary action.**

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.2

DATE: January 9, 2019

SUBJECT:

BP/AR 4161.9/4261.9/4361.9 - Catastrophic Leave Program

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Receive/Discuss/Approve BP/AR 4161.9/4261.9/4361.9 - Catastrophic Leave Program

PREVIOUS STAFF/BOARD ACTION:

The district previously updated BP/AR 4161.9/4261.9/4361.9 - Catastrophic Leave Program in May of 2016.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

BP/AR 4161.9/4261.9/4361.9 - Catastrophic Leave Program

(BP/AR revised)

Policy and regulation substantially revised and reorganized to clarify requirements for the catastrophic leave program. Policy recommends that donated leave be placed into a pool for eligible employees rather than earmarked for particular employees, and adds notification to employees regarding the program. Regulation provides that donation of leave be made in writing to the superintendent rather than the board, encourages employees to retain sufficient leave for their own potential use, establishes a maximum amount of catastrophic leave that may be used by an individual employee, and provides that employees will be ineligible for catastrophic leave while receiving workers' compensation benefits.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

All Personnel

BP 4161.9
4261.9
4361.9

CATASTROPHIC LEAVE PROGRAM

Note: The following policy is optional and should be revised to reflect district practice and/or collective bargaining agreements. Education Code 44043.5 authorizes the Governing Board to establish a catastrophic leave program which permits employees to donate accrued vacation and sick leave credits to other employees who experience a catastrophic personal or family illness or injury. **If the district limits such donations to vacation leave only and does not allow donations of sick leave, the following policy should be revised accordingly.** The following optional policy is for districts that choose to offer such a program and may be subject to collective bargaining agreements.

The Governing Board recognizes that district employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The Superintendent or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The district's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The Superintendent or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

~~When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time and the employee has exhausted all paid leaves of absence, other employees may donate accrued vacation and/or sick leave credits to that employee under the specific requirements of the district's catastrophic leave program. An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when he/she has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of his/her family for an extended period of time. (Education Code 44043.5)~~

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Legal Reference:

EDUCATION CODE

44043.5 Catastrophic leave

44977 Salary deduction during sick leave, certificated employees

44978 Sick leave, certificated employees

44983 Compensation during leave, certificated employees

45190-45191 Sick leave and vacation, classified employees

45196 Salary deductions during sick leave, classified employees

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act

FUSD Board Policy Adopted: May 2016, Updated: January 9, 2019, Ferndale, CA

Ferndale Unified School District

Administrative Regulation

All Personnel

AR 4161.9

4261.9

CATASTROPHIC LEAVE PROGRAM

4361.9

Note: Education Code 44043.5 authorizes the Governing Board to establish a catastrophic leave program which permits employees to donate accrued vacation and sick leave credits to other employees who experience a catastrophic personal or family illness or injury. If the Board elects to offer a catastrophic leave program (see the accompanying Board policy), the district is mandated pursuant to Education Code 44043.5 ~~mandates that a Governing Board providing a catastrophic leave program~~ to adopt administrative rules and regulations which include, at a minimum, provisions setting the maximum amount of time for which donated leave credits may be used, requiring verification of the illness or injury, and making all transfers of leave credit irrevocable. These components may be specified in collective bargaining agreements. The following regulation includes the required components ~~and may be expanded as desired.~~

The district should revise the following regulation if the Board has determined that donations of leave will be limited to vacation leave only and does not allow sick leave to be donated. The district may also revise the following administrative regulation as appropriate if it chooses to establish separate pools of leave credits, such as for each school or for certificated and classified employees, or if it chooses to allow employees to specify a particular employee to whom they wish to donate such leave.

Donations to Catastrophic Leave Program

Note: Education Code 44043.5 requires that donations of leave be made through written notice to the Board. The following optional paragraph delegates the authority to receive such written notice to the Superintendent or designee. The district may provide a form to be used for notification purposes.

~~Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee.~~ An employee who chooses to donate accrued vacation and/or sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount and type of leave he/she wishes to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

Note: The following ~~optional~~ paragraph limits the amount of accrued sick leave that can be given away by any one employee (e.g., requiring employees to maintain one year's worth of sick leave). The following paragraph is optional. Districts may choose to revise the following paragraph to limit the amount of leave that may be donated by an individual employee, so that his/her own account does not go below a specified number of hours that may be needed by the employee for his/her own potential use. Before instituting such a limit, the district should consult with legal counsel.

~~To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than ____ hours. Employees should be cautious in making large donations of leave that they may need for their own use in the future.~~

Note: The following paragraph is optional.

The Superintendent or designee shall ensure that all donations are confidential.

Requests for Catastrophic Leave

AR 4161.9, 4261.9, 4361.9 CATASTROPHIC LEAVE PROGRAM (Continued)

Note: The following section may be revised to reflect the district's eligibility criteria for the catastrophic leave program.

~~When an employee or a member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. (Education Code 44043.5)~~ **A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.**

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

~~In making such a request, the employee shall provide verification of the catastrophic illness or injury or illness. (Education Code 44043.5)~~

Note: The following paragraph may be revised as desired to reflect district practice.

Verification shall be made by means of a letter, dated and signed by the ~~sick or injured person's physician~~ **individual's health care provider**, indicating the incapacitating nature and probable duration of the illness or injury.

Note: The following optional paragraph establishes a maximum amount of leave credits that may be donated to an individual employee and should be revised to reflect district practice and/or collective bargaining agreements.

An employee may apply to receive up to 20 days of paid leave from the catastrophic leave program per school year. At the end of the 20-day period, he/she may apply for up to 20 days of additional leave credits.

Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

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

Note: Education Code 44043.5 requires the district to indicate the maximum amount of time for which donated leave credits may be used, not to exceed a period of 12 consecutive months. ~~If desired, the following paragraph may be revised to indicate a time period of less than 12 months.~~

~~The~~ **An employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)**

Note: The following paragraph is optional.

~~If donated leave credits are not used by the employee within 12 consecutive months, the credits shall be placed in a pool that will be available to the next eligible employee who requests catastrophic leave~~ **returned to the pool of catastrophic leave for use by other eligible employees.**

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.3

DATE: January 9, 2019

SUBJECT:

BP/AR 5111 - Admission

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Receive/Discuss/Approve BP/AR 5111 - Admission

PREVIOUS STAFF/BOARD ACTION:

The district previously updated BP/AR 5111 – Admission in September of 2015.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

BP/AR 5111 - Admission

(BP/AR revised)

Policy updated to reflect state law prohibiting the collection of social security numbers or the last four digits of the social security numbers of students or their parents/guardians, unless otherwise required by law. Policy also reflects **NEW LAW (AB 699)** which prohibits districts from inquiring into students' citizenship or immigration status and the California Attorney General's model policy which provides that, under the limited circumstances when such information must be collected to comply with eligibility requirements for special state or federal programs, such information should be collected separately from the school enrollment process. Regulation updated to reflect a requirement of the Attorney General's model policy that prohibits districts from requiring documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. Regulation also reflects the authority to accept a parent/guardian affidavit as evidence of a child's age when other documentation is not available.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Students

BP 5111

ADMISSION

Note: Pursuant to Education Code 48200, all children ages 6-18 years are subject to compulsory full-time education, unless specifically exempted. See BP/AR 5112.1 - Exemptions from Attendance for further information about such exemptions.

Pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), districts are mandated to adopt policy, equivalent to a model policy developed by the California Attorney General, which prohibits the solicitation or collection of information regarding the immigration or citizenship status of students and their families, unless otherwise required by law. 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, available on its web site. These requirements are addressed in the following policy and BP/AR 5111.1 - District Residency.

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. For further discussion of these issues, see CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status. CSBA's legal guidance also includes a sample board resolution that may be used to inform students, parents/guardians, and the community of students' rights under current law to attend a district school regardless of their citizenship or immigration status.

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children ~~entering~~ **seeking admission to** a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Note: The following optional paragraph may be revised to reflect district practice. ~~Education Code 48354 requires the district to give priority for enrollment to students residing in the district, including students applying for intradistrict open enrollment, over students transferring from a school identified under the Open Enrollment Act (Education Code 48350-48361). Thus, the district should align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment, AR 5117 - Interdistrict Attendance, and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.~~

~~When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with~~ **The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.**

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

BP 5111 ADMISSION (Continued)

Note: Education Code 49452.9, as amended by AB 2308 (Ch. 570, Statutes of 2016), extends beyond the 2017-18 school year the requirement requires that district enrollment forms include an informational item about affordable health care options and available enrollment assistance. Pursuant to Education Code 49452.9, the district could accomplish this by developing an its own informational item or amending its existing forms, or by using a template or attaching a fact sheet to be using a flier developed by the California Department of Education.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Verification of Admission Eligibility

Note: Admission requirements include age criteria for grades K-1; see the accompanying administrative regulation. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: In *Plyler v. Doe*, the U.S. Supreme Court ruled that, under the Fourteenth Amendment of 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.

Undocumented children in California not only have a right to attend school, but are mandated to do so under state compulsory education laws (Education Code 48200). Furthermore, every student has a right to attend school free from discrimination, harassment, violence, intimidation, and bullying; see BP 0410 - Nondiscrimination in District Programs and Activities and BP/AR 5145.3 - Nondiscrimination/Harassment.

Although districts may require proof of residency within the district (e.g., utility or phone bill, property tax payment receipt, rental property lease agreement, etc.), they should not request are prohibited, pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), from inquiring into the citizenship or immigration status of students and their families. Consequently, consistent with the Attorney General's model policy, districts may not request a student's or parent/guardian's green card, visas, passports, voter registration, or other documentation that would indicate citizenship status and could discourage undocumented children from enrolling in school. Also see BP/AR 5111.1 - District Residency.

In addition, 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. Also see BP/AR 5125 - Student Records.

If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing such 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.

BP 5111 ADMISSION (Continued)

~~The Superintendent or designee district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7) , and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.~~

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

(cf. 5145.13 - Response to Immigration Enforcement)

(cf. 5145.3 - Nondiscrimination/Harassment)

~~Note: The following optional paragraph is for use by districts that request the social security number of a student or his/her parent/guardian for enrollment purposes. 5 USC 552a Note provides that a district may not deny enrollment to a student if he/she or his/her parent/guardian chooses not to provide a social security number. Thus, while CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status recommends against requesting social security numbers, a district that chooses to do so must inform the enrolling student or parent/guardian that the disclosure is voluntary.~~

~~A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)~~

Note: The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234.7. Information regarding national origin (e.g., place of birth, date of entry into the United States, and date the student first attended school in the United States) may be collected only when required to comply with state or federal reporting requirements for special programs, such as language instruction programs for English learners, but should not be collected during the admission process to avoid deterring initial school enrollment of immigrant students.

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

Note: The following paragraph is for use by districts that maintain grades K-1. In addition to the methods specified in Education Code 48002 for documenting a child's age for admittance to kindergarten or first grade, as listed in the accompanying administrative regulation, the Governing Board is authorized to prescribe alternative means for proof of a child's age. The following paragraph may be revised to reflect any such alternative means approved by the Board. The following paragraph also reflects the Attorney General's model policy, developed pursuant to Education Code 234.7, requiring that such alternative means be available to all persons regardless of immigration status, citizenship status, or national origin.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

Note: State and federal law require the immediate enrollment of homeless youth (Education Code 48850, 48852.7; 42 USC 11432), and foster youth (Education Code 48853.5), and former juvenile court school students (Education Code 48645.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children, and AR 6173.1 - Education for Foster Youth, and AR 6173.3 - Education for Juvenile Court School Students. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

BP 5111 ADMISSION (Continued)

The Superintendent or designee shall **immediately enroll** ~~ensure that the enrollment of~~ a homeless student, or foster child youth, student who has had contact with the juvenile justice system, or a child of a military family ~~is not delayed because~~ **regardless** of outstanding fees or fines owed to the ~~child's~~ **student's** last school, **lack of clothing normally required by the school, such as school uniforms,** or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

Note: Education Code 48645.5 prohibits the district from denying enrollment to a child solely for reason of his/her contact with the juvenile justice system as specified in the following paragraph. Also see AR 6173.3 - Education for Juvenile Court School Students. Pursuant to Education Code 48647, districts are strongly encouraged to work together with other agencies, including, but not limited to, _____ the _____ county _____ office _____ of _____ education and the county probation department, to facilitate smooth transition of children from the juvenile court schools into regular schools.

~~In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)~~

~~(cf. 5119 - Students Expelled from Other Districts)~~

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

~~48645.5 Enrollment of former juvenile court school students~~

49076 Access to records by persons without written consent or under judicial order

49076.7 Student records; data privacy; social security numbers

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-~~49704~~ **49703** Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 5

552a Note Refusal to disclose social security number

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

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

BP 5111 ADMISSION (Continued)

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

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

Fact Sheet: Information on the Rights of All Children to Enroll in School

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, **Health Care Coverage and Enrollment Assistance**: <http://www.cde.ca.gov/ls/he/hc>

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

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

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

FUSD Board Policy Adopted: September 9, 2015 Updated: January 9, 2019. Ferndale, CA.

Ferndale Unified School District

Administrative Regulation

Students

AR 5111

ADMISSION

Note: The following **optional** administrative regulation is for use by districts offering grades K-1.

Age of Admittance to Kindergarten and First Grade

~~Note: Pursuant to Education Code 48200, a parent/guardian's obligation to enroll his/her child in school begins with the child's eligibility to be enrolled in first grade once he/she has his/her sixth birthday, as specified in Education Code 48010. However, a district that offers kindergarten is obligated to enroll a child in kindergarten at the beginning of the school year in which the child will have his/her fifth birthday, if his/her birthday is on or before September 1, pursuant to Education Code 48000.~~

At the beginning of each school year, the Superintendent or designee shall enroll any ~~otherwise~~ eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

~~Note: Pursuant to Education Code 48000, a district that offers kindergarten must, each year, offer transitional kindergarten (TK) to children who will have their fifth birthday between September 2 and December 2. See BP 6170.1 - Transitional Kindergarten for details of the program.~~

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

Note: The following paragraph is **optional**. Education Code 48000 authorizes the district, at its discretion, to allow enrollment into kindergarten during the school year on a case-by-case basis, under the conditions described below. According to the "Transitional Kindergarten FAQs" issued by the California Department of Education (CDE), enrollment into TK during the school year is also permitted on a case-by-case basis and under the same conditions. CDE information on "Kindergarten in California," available on its web site, cautions that any district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The CDE also cautions that the district may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records. The district might consider establishing a process for parents/guardians to challenge denial of early entry.

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

~~Note: Education Code 48000 requires the Governing Board to make a determination that the admittance is in the best interests of the child.~~

1. The Governing Board determines that ~~the~~ admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

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

AR 5111 ADMISSION (Continued)

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)

(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Note: Education Code 48002 specifies that the method of proof of age, ~~when admitting children to grades K-1~~, may include any appropriate means prescribed by the **Governing** Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Although Education Code 48002 includes a passport as a possible means for determining a child's age, the California Attorney General's model policy developed pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), states that districts should not require documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. 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.

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. **When none of the above documents is obtainable, an affidavit of the parent/guardian**
5. **Other means prescribed by the Board**

~~When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)~~

FUSD Administrative Regulation Adopted: September 9, 2015 Updated: January 9, 2019. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.4

DATE: January 9, 2019

SUBJECT:

BP/AR 5117 Interdistrict Attendance

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Receive/Discuss/Approve BP/AR 5117 Interdistrict Attendance

PREVIOUS STAFF/BOARD ACTION:

The district previously updated BP/AR 5117 Interdistrict Attendance in January of 2018.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

BP/AR 5117 Interdistrict Attendance

(BP/AR Revised)

Policy updated to reflect the Humboldt County Interdistrict Agreement. Please see 11.4 for more documentation.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Interdistrict Attendance

BP 5117

Students

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Agreement for Interdistrict Attendance

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code § 46600)

In accordance with the Revised 2018 Humboldt County Multi-District Agreement (“Agreement”) between the Governing Board and the other parties to the Agreement, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed enrollment. While the District is a party to the Agreement, the Board and Superintendent or designee shall not modify this board policy and/or associated administrative regulation without first referencing the Agreement, to ensure consistency between policies, regulations and the Agreement.

The Agreement specifies that parents/guardians must annually reapply for admission of a student from December 1 through February 1 (or the first school day thereafter if February 1 is on a weekend) to apply for continued attendance.

Interdistrict Attendance Permits

Upon receiving a permit for transfer into the District that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a District student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of Agreement and, where no agreement exists between the two districts, in accord with Education Code. If a request for an interdistrict transfer is initiated at the district of proposed enrollment, the district of proposed enrollment will immediately transfer the request to the district of residence for the initial decision to approve or deny.

Revocation of Interdistrict Permits

The Agreement specifies that individual permits may be revoked “pursuant to the policies and regulations of either the [district of proposed enrollment] or [district of residence], or as set forth on the interdistrict permit itself, as permitted by law.”

Bases for revocation of an interdistrict transfer permit may be found in the associated administrative regulation and on individual permits.

Neither a district of residence nor district of proposed enrollment may revoke an interdistrict transfer permit for a student after June 30 following the completion of grade 10, or for pupils in grades 11 or 12 for the subsequent

BP 5117 Interdistrict Attendance (Continued)

school year.

If a school district revokes an interdistrict permit, it will promptly provide written notice of the revocation to the district of residence.

Parent/Guardian Right to Notice and Appeal

If the District denies a parent/guardian's request for an interdistrict transfer, the District shall advise the parent/guardian in writing of their right to appeal to the Humboldt County Board of Education within 30 days of the date of the final denial by the District.

Any written notice to parent/guardian regarding a school district's decision about a request for an interdistrict transfer shall conform to the translation requirements of Education Code Section 48985, and may be provided through any of the following methods:

1. Regular mail.
2. Electronic format, if parent provides an email address.
3. By any other method normally used to communicate with parents in writing.

Transportation

The district shall not provide transportation beyond any school attendance area, unless otherwise required by law. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Website Access

The District shall post on its website the procedures and timelines, including a link to this policy and the associated administrative regulation, regarding an interdistrict transfer permit, in accord with Education Code section 46600.2 (AB 2826 [2019]).

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

BP 5117 Interdistrict Attendance (Continued)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

FUSD Board Policy Adopted January 10, 2018 Updated: January 9, 2019. Ferndale, CA.

Ferndale Unified School District

Administrative Regulation

Interdistrict Attendance

AR 5117

Students

In accordance with the Revised 2018 Humboldt County Multi-District Agreement between the District's Governing Board and the other districts within the County that are parties to the agreement ("Agreement"), and in accord with the District's Board Policy, a permit authorizing an individual student's attendance outside of his/her district of residence may be issued upon approval of both the district of residence and the district of proposed enrollment. While the District is a party to the Agreement, the Board and Superintendent or designee shall not modify this administrative regulation without first referencing the Agreement, to ensure consistency between policies, regulations and the Agreement.

Districts will honor existing approved multi-year interdistrict permits but will follow the Agreement for new permits or re-applications.

Bases for Approval

Bases for Approval When the District is Either the District of Residence or the District of Proposed Enrollment:

1. When the student has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying as defined in Education Code section 48900(r), the student shall be given priority for interdistrict attendance or placed at the top of the wait list.
2. Renewals and New Sibling Requests for the future school year will be approved, so long as they are received from December 1 through February 1.

Approval When the District is the "District of Residence:"

1. When acting as a district of residence, the District shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the district of proposed enrollment approves the application for transfer. "Active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.
2. When acting as a district of residence, the District may deny a parent/guardian request for an interdistrict permit received at any time of year if the parent/guardian does not participate in the district of residence's Reasonable Enrollment Activities, absent good cause such as hardships due to medical conflicts, work schedule, child care, transportation, language barriers, or similar excuse. "Reasonable Enrollment Activities" include a discussion with the District's administration or their designees, attending an orientation meeting, a site visit, and/or review of informational literature.
3. When acting as a district of residence, the District will approve an interdistrict transfer request submitted by a parent/guardian if it is received at the district of residence between December 1st through February 1st at 4:00 p.m. (also known as "the Preferential Enrollment Period" or "the Priority One Open Enrollment Window"). If February 1st falls on a weekend, the deadline will be the next school day after February 1st. Interdistrict transfer requests for the future school year will not be considered prior to December 1.

AR 5117 Interdistrict Attendance (Continued)

4. Interdistrict attendance requests received from a parent/guardian for the current school year or requests to attend a school or district the following year, but received after the February 1 Priority One Enrollment Window, will be processed and approved by a district of residence under the following circumstances:

- a. Parent/guardian did not reside in Humboldt County school districts' boundaries prior to the Priority One deadline.
- b. Parent/guardian moved from one district to another district subsequent to the Priority One deadline.
- c. Parent/guardian has a reasonable argument and a compelling reason, including hardship - such as medical conflicts, work schedule, child care, transportation, language barriers - for why the Priority One deadline was not met, or why the circumstance did not warrant a request for an interdistrict at the time of the Priority One deadline (i.e. February 1st or the first school day thereafter).
- d. Parent/guardian has a reasonable explanation for not being able to participate in district of residence Reasonable Enrollment Activity.

5. Renewals for an interdistrict transfer must be sought annually if the student's district of residence is a signatory to the Agreement. A district of residence may deny a renewal for an interdistrict transfer if the parent/guardian failed to participate in required Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition and absent good cause. School Level Transitions are those transitions from one grade span to another, based upon the district of residence's transitions, e.g. elementary school to middle school, or middle school to high school. Where a district is not a signatory to the Agreement, students need not re-apply annually.

6. [INSERT ANY OTHER DISTRICT PRIORITIES/PRACTICES. ITEM 1 IS REQUIRED BY EDUCATION CODE § 46600.]

Approval When the District is Acting as the District of Proposed Enrollment

1. When acting as the district of proposed enrollment, the District will approve an interdistrict transfer request if the District or desired school has capacity in the desired program. "Capacity" means space in school facilities and available resources, including staff to serve the student. The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited capacity.

2. The District may deny requests for the following reasons: [INSERT ANY OTHER DISTRICT PRIORITIES/PRACTICES.]

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

Processing Interdistrict Transfer Requests:

An individual permit will first be submitted to the district of residence for approval, and then will be sent to the district of proposed enrollment if the district of residence approved the interdistrict transfer. The district of proposed enrollment will

AR 5117 Interdistrict Attendance (Continued)

then decide whether to grant or deny the request. The Superintendent or designee shall notify the parent/guardian of a student who is denied interdistrict attendance regarding the process for appeal to the Humboldt County Board of Education.

Requests for an Interdistrict Transfer for the Future School Year Received from December 1 through February 1, “the Priority One Enrollment Window”:

As a district of residence, the District will have 10 school days after the close of the Priority One Enrollment Window to approve the request and to forward the interdistrict permit request to the district of proposed enrollment. Alternatively, if the district of residence denies the request, the District has 10 school days to notify both the parent/guardian party and district of proposed enrollment of the decision.

As the district of proposed enrollment, the District will have 15 school days after the close of the Priority One Open Enrollment Window, or five school days from receipt of the approved interdistrict permit from the district of residence, whichever is later, to approve or deny the request and to notify both the parent/guardian party and district of residence of the district of proposed enrollment’s decision.

Requests Made for an Interdistrict Transfer Outside of the Priority One Enrollment Window:

Future year requests: A “future year request” is a request for an interdistrict transfer received by the District up until fifteen calendar days before the commencement of instruction in the year for which the interdistrict transfer is sought. The District must respond to future year requests outside of the Priority One Enrollment Window as follows:

Requests for the following school year made prior to December 1 will be denied. Parent/guardian may apply within the Priority One Open Enrollment Window or thereafter.

Requests for the following school year made after February 1, or, if February 1 falls on a weekend, the first school day after February 1, must be approved or denied no later than the first 14 calendar days after the commencement of instruction in the school year for which the transfer is sought.

Current year requests: A “current school year request” is a request for an interdistrict transfer received by the District beginning fifteen calendar days before the commencement of instruction in the school year for which the interdistrict transfer is sought and thereafter within that school year. The district of residence and district of proposed enrollment have 30 calendar days to approve all current school year requests.

Appeals

A parent/guardian has 30 calendar days from a denial of a request to appeal to the Humboldt County Board of Education. For purposes of appealing to the Humboldt County Board of Education, a “denial” includes a school district’s failure to provide written notification of the school district’s decision within the timelines prescribed in this administrative regulation.

A “denial” shall not include any of the following:

1. An abandoned appeal, i.e. the failure of a parent/guardian to meet timelines established by the District.
2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.
3. A denial by the school district of proposed enrollment when no permit has been first issued by the school district of residence.

AR 5117 Interdistrict Attendance (Continued)

If the Humboldt County Board of Education determines on appeal that the student should be permitted to attend the district of proposed enrollment, the district of proposed enrollment shall admit the student without delay.

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code sections 48915 and 48918 may not appeal interdistrict attendance denials while expulsion proceedings are pending or during the term of the expulsion.

Provisional Enrollment:

Generally, the District of proposed enrollment will not grant provisional enrollment of pupils pending an appeal before Humboldt County Board of Education, with the exception of students who have been attending the school in the immediate past and who have been historically and continuously enrolled. For example, a district of proposed enrollment may provisionally enroll a student when a parent/guardian moves from District A in April to District B, but wants her child to continue attending District A for continuity.

On the rare occasion a student is provisionally enrolled, the governing board of a school district of proposed enrollment may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing boards of the two school districts, or by the county board of education upon appeal, regarding the interdistrict attendance for a period not to exceed two months. A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the school district of residence, the school district of proposed enrollment, or the county board of education. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or the Humboldt County Board of Education has not been rendered by the conclusion of two school months, and the school districts or the Humboldt County Board of Education are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the school district of proposed enrollment. The pupil is subject to compulsory full-time education pursuant to Education Code section 48200 and shall enroll in the school district of residence or in another educational program.

Revocations

Individual interdistrict transfer permits may stipulate bases for revocation of the permit. In addition to any bases listed on an interdistrict transfer permit, the District may revoke a permit for:

- (1) Behavior leading to suspension and/or expulsion;
- (2) Parent/guardian providing false of facts within interdistrict transfer request;
- (3) More than three unexcused pupil absences;
- (4) Unsatisfactory performance, defined as ____;
- (5) [list others as desired];
- (6) Lack of capacity, such as a student requiring a program that the District does not offer; and/or
- (7) Any other lawful, non-arbitrary basis for the district to conclude it would be in the best interest of the student, the student's school, or the district for the interdistrict attendance permit to be revoked.

FUSD Administrative Regulation Adopted January 10, 2018. Updated: January 9, 2019. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 11.1

DATE: January 9, 2019

SUBJECT:

William Uniform Complaint Fourth (4th) Quarterly Report

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Approve

PREVIOUS STAFF/BOARD ACTION:

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

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

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

CONTACT PERSON(S):

Beth Anderson, Superintendent

DISTRICT OFFICE
FERNDALÉ HIGH SCHOOL
(707) 786-5900
FAX (707) 786-4865

Ferndale Unified School District

1231 MAIN STREET
FERNDALÉ, CALIFORNIA 95536-9416

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

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

Quarterly Reporting Period (please check one)

- ☐ First Quarter 2018 January 1 through March 31, 2018
☐ Second Quarter 2018 April 1 through June 30, 2018
☐ Third Quarter 2018 July 1 through September 30, 2018
☒ Fourth Quarter 2018 October 1 through December 31, 2018

PLEASE CHECK THE BOX THAT APPLIES:

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

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

Beth Anderson
(Print Name of District Superintendent)

Beth Anderson
(Signature of District Superintendent)

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

by: Quarter 1 due: 04/15/2018
Quarter 2 due: 07/15/2018
Quarter 3 due: 10/15/2018
Quarter 4 due: 01/15/2019

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 11.2

DATE: January 9, 2019

SUBJECT:

2017-2018 Financial Audit Report

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve the 2017-2018 District Financial Audit Report

PREVIOUS STAFF/BOARD ACTION:

The District Auditor has worked with the District and school site staff to review financial records of fiscal year 2017-2018 and prepare the attached 2017-2018 District Audit Report.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The District is required by state law to undergo an annual audit of fiscal records and practices of the prior fiscal year. The Auditor identified five (5) audit findings.

The District is required to certify specific corrective actions to each audit findings in April for submission to the state.

FISCAL IMPLICATIONS:

The cost of the financial audit was \$14,000.

CONTACT PERSON(S):

Beth Anderson, Superintendent
Denise Grinsell, Business Manager

11.2 2017-2018 Financial Audit Report

The Ferndale Unified School District Independent Auditor's Report of Financial Statements is available at the Ferndale Unified School District Office located at 1231 Main Street, Ferndale, Ca 95536.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 11.3

DATE: January 9, 2019

SUBJECT:

2017-2018 Financial Audit - Corrective Action Plan

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve 2017-2018 Financial Audit Corrective Action Plan

PREVIOUS STAFF/BOARD ACTION:

Annually the District Certified Public Accountant (CPA) firm completes a financial audit of the District and reports any findings. If findings are identified, the District must submit an action plan outlining how the District intends to correct specific areas for improvement and/or remediation.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Annually a CPA firm audits the District financial statement of the governmental activities, each major fund, and the aggregate remaining fund information of the District. These financial statements are the responsibility of the District's management. The Auditor's responsibility is to express opinions on these financial statements based on the audit. The audit also includes accessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal
Denise Grinsell, Business Manager

FERNDALDE UNIFIED SCHOOL DISTRICT

DISTRICT'S CORRECTIVE ACTION PLAN

For The Year Ended June 30, 2018

Section II – Financial Statement Findings

2018-001: HIGH SCHOOL STUDENT BODY CLUB ACCOUNTS (CODE 30000)

Name of contact person: Beth Anderson, Superintendent

Corrective Action: The district will modify/upgrade the setup of Quickbooks accounting software to provide more easily produced reports of activity and ending balances of individual club balances. The District will provide any training needed for account technicians. These new reports will be generated on a monthly basis and provided to the District Board and individualized for Student Body Account Advisors.

Proposed Completion Date: March 29, 2019.

Section III – Federal Award Findings and Questioned Costs

2018-002: DOCUMENTATION OF PROCUREMENT, SUSPENSION, AND DEBARMENT PROCEDURES.(CODE 50000)

Name of contact person: Beth Anderson, Superintendent

Corrective Action: The District will establish forms and procedures to document review of multiple vendor quotes for services and for verifying that vendors are not suspended or debarred from receiving federal funds. The District will update its procurement policy to include all federal programs.

Proposed Completion Date: March 29, 2019.

2018-003: FEDERAL TIME CERTIFICATION (CODE 50000)

Name of contact person: Beth Anderson, superintendent

Corrective Action: The District will implement a policy to obtain monthly time certifications from employees who are just partially funded through federal programs, and semi-annual certifications from employees who are funded by/work solely in one federal program.

FERNDALÉ UNIFIED SCHOOL DISTRICT

DISTRICT'S CORRECTIVE ACTION PLAN

For The Year Ended June 30, 2018

Proposed Completion Date: March 29, 2019.

Section IV – State Award Findings and Questioned Costs

2018-004: ATTENDANCE REPORTING (CODE 10000 and 40000)

Name of contact person: Beth Anderson, Superintendent

Corrective Action: The district will amend the P-2 and annual attendance reports to reflect the changes noted in the audit finding.

Proposed Completion Date: January 31, 2019.

2018-005: INVENTORY OF EQUIPMENT (CODE 20000)

Name of contact person: Beth Anderson, Superintendent

Corrective Action: The District will update its equipment list to include all 2017-2018 additions and dispositions, include a date of purchase price and purchase date or estimated purchase price and date for all items, and the list will be updated annually in future years.

Proposed Completion Date: January 31, 2019.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 11.4

DATE: January 9, 2019

SUBJECT:

Humboldt County county-wide Interdistrict Attendance agreement

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

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

PREVIOUS STAFF/BOARD ACTION:

None

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

INTERDISTRICT ATTENDANCE AGREEMENT

Effective December 1, 2018¹

This Multi-District Interdistrict Attendance Agreement ("Agreement") is made and entered into by the school districts of Humboldt County listed in Attachment A to this Agreement, and is made pursuant to California Education Code section 46600. The parties agree to the terms of this Agreement through June 30, 2019. This Agreement affects student enrollment upon district board approval and through the 2019-20 school year.

I. RECITALS:

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

¹ This Agreement was revised in accord with Paragraph VIII due to the passage of AB 2826 (2018) which becomes effective on January 1, 2019.

wide information dissemination campaign will be critical to this Agreement's success.

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

II. TERM OF AGREEMENT:

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

Districts wishing to opt out of this Agreement for the 2019-2020 school year must do so in writing by October 30, 2018 by notifying the other parties' superintendents in writing, by facsimile, email and U.S. Mail.

A review of this agreement by district superintendents occurred on October 2, 2018 and changes in the law were reviewed at that meeting. Superintendents will again convene by April 30, 2019 to reevaluate and consider modifications for a multiyear interdistrict transfer agreement.

III. DEFINITIONS:

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

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

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

Denial: For purposes of appealing to the county board of education, a "denial" is a written rejection of a request, but also includes a school district's failure to provide written notification

of the school district's decision within the timelines prescribed in this Agreement. A "denial" shall not include any of the following:

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

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

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

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

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

Hardship: Extreme difficulty or suffering.

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

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

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

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

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

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

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

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

IV. INTERDISTRICT TRANSFER REQUESTS:

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

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

1. The DOR will approve an IDT Request submitted by a Parent if it is received at the DOR between December 1st through February 1st at 4:00 p.m. each year if Parents have complied with the process described herein. If February 1st falls on a weekend, the deadline will be the next school day after February 1st. IDT Requests for the future school year may not be submitted prior to December 1.
2. The DOR will have 10 school days after the close of the enrollment window to approve the request and to forward the IDT Request to the DPE. The DOR may deny a Parent request for an IDT if the Parent does not participate in DOR Reasonable Enrollment Activities, absent good cause such as hardships due to medical conflicts, work schedule, child care, transportation, language barriers, etc. All other IDT Requests received within the Priority One Enrollment Window will be approved by the DOR, unless the Parent withdraws their IDT Request.
3. The DPE will have 15 school days after the close of the Priority One Open Enrollment Window (or 5 school days from receipt of the approved IDT

Permit from the DOR, whichever is later) to approve or deny the IDT Request and to notify both the Parent and DOR of the DPE's decision.

4. Renewals and New Sibling Requests will be approved and will follow the same timelines listed within Priority One, above. A DOR may require a Parent to participate in Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition (defined above). Districts will honor existing approved multiyear IDT permits.

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

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

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

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

C. Wait Listed Students for the Upcoming Year

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

V. STATUTORY PREFERENCES:

A. Victims of Bullying

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

B. Children of Active Military Service Men and Women

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

VI. APPEALS:

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

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

Provisional Enrollment in DPE Pending Appeal: The parties agree that no DPE will grant provisional enrollment of a pupil pending an appeal before Humboldt County Office of Education ("HCOE"), except that a DPE may provisionally enroll a student who has been attending a DPE school in the immediate past and who has been historically continuously enrolled. For example, a Parent moves from District A in April to District B, but wants her child to continue attending District A for continuity. A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the DOR, the DPE, or HCOE. Where provisional enrollment is granted under these limited circumstances, and for a period not to exceed two school months, the governing board of a DPE may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing

boards of the two school districts, or by HCOE upon appeal, regarding the interdistrict attendance. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or HCOE has not been rendered by the conclusion of two school months, and the school districts or HCOE are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the DPE. If the pupil is subject to compulsory full-time education pursuant to Section 48200, he or she shall enroll in the DOR or in another educational program.

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

VII. REVOCATIONS:

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

VIII. CHANGES IN LAW:

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

ATTACHMENT A: LIST OF PARTIES

ATTACHMENT B: IDT REQUEST FORM

ATTACHMENT A: LIST OF PARTIES

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

ATTACHMENT B: IDT REQUEST FORM

ANNUAL INTERDISTRICT ATTENDANCE TRANSFER AGREEMENT
for **SCHOOL DISTRICTS IN HUMBOLDT COUNTY** for school year **2019-2020**

Part A

Parent/Guardian: Complete applicable steps on page 1 and 2 shaded in gray and then submit it to your District of Residence (DOR). If it is approved, it will be forwarded to the District of Proposed Enrollment (DPE). Only new requests submitted between December 1st and February 1st are assured of approval by the DOR, subject to reasonable enrollment activities. (See the DOR district office for exceptions and for information on reasonable enrollment activities). If both districts approve, and you agree to any additional terms and conditions required by the district(s), you may enroll your student in the DPE.

District of Residence _____ District of Proposed Enrollment _____

Date Request Received
by DOR

STEP 1: To be completed by parent/guardian (PLEASE PRINT)		<input type="checkbox"/> New Application <input type="checkbox"/> Sibling(s) at school? Sibling Grade(s): _____ Sibling Name(s): _____		<input type="checkbox"/> Renewal <input type="checkbox"/> No change in address <input type="checkbox"/> Address change
Have you applied for a transfer to any other district for this same school year? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list all:			Student Grade In 2019-2020:	
Student Name (Last, First):		Birth Date:		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Current or Last School of Attendance				
Student Address			City, Zip Code	
Parent / Guardian Name				
Home Phone	Work Phone	Cell Phone	Email address	
STEP 2: To be completed by parent/guardian for NEW applications only				
Reason for Request: <input type="checkbox"/> Childcare <input type="checkbox"/> Parent Employment <input type="checkbox"/> Other (Explain below)				
If reason is parent employment or childcare, provide name, address, and phone number of childcare or work below. Any additional information you wish to provide may be included below (use additional pages as needed):				
If reason is "Other", please explain (use additional pages as needed):				
What special services has the student received? (Check all that apply) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner <input type="checkbox"/> None				
If the student is receiving Special Education services, what is their current placement (Please attach IEP) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input checked="" type="checkbox"/> Speech Services <input type="checkbox"/> Pending Assessment				
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No				

I have read the terms and conditions and understand the regulations and policies governing Interdistrict attendance permits and hereby submit my application. I also understand that approval or denial of this application and revocation of the Permit is subject to the terms of this Permit and the policies and/or regulations of the individual districts. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I certify under penalty of perjury that the information provided above is true and correct to the best of my knowledge and belief. I also understand and agree to the above terms.

Parent/Guardian Signature _____ Date _____

Student Name _____

PART B: Terms and Conditions:

The following terms and conditions apply to this Permit if it is approved by both districts:

1. Students will be required to re-apply for interdistrict attendance for any subsequent school year.
2. As permitted by law, the Permit may be revoked by either district pursuant to its policies and regulations and any applicable terms and conditions in Part C and/or D. Grounds for revocation of the Permit include, but may not be limited to, the failure of a pupil to attain satisfactory academic progress, follow established rules of conduct, or maintain regular attendance, as determined by the district of proposed enrollment.
3. Neither district will be responsible for pupil transportation unless required by law.
4. The District of Proposed Enrollment (DPE) will be responsible for special education services and related costs.
5. Approval of this Permit does not guarantee athletic eligibility.

PART C: Action of District of Residence (to be completed by DOR):

Decision: ☐ Approved ☐ Denied for the school year 2019-2020

Comments:

Authorizing Signature: _____

Title: _____

District: _____

Date of action by DOR

PART D: Action of District of Proposed Enrollment (to be completed by DPE):

Decision: ☐ Approved ☐ Denied ☐ Denied, but on waitlist for the school year 2019-2020

Comments:

Authorizing Signature: _____

Title: _____

District: _____

Date of action by DPE

If one or both districts deny the permit you may contact the Humboldt County Office of Education at 445-7171 if you wish information on the appeal process or go online at <http://www.hcoe.org/sps/seif.php>. (An interdistrict attendance appeal request must be filed with the Humboldt County Board of Education within thirty (30) calendar days of notification that the request was denied.)

The parent/guardian and each district shall be provided with and retain a copy of this form.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 11.5

DATE: January 9, 2019

SUBJECT:

Certification Form CS-7 for the 2018-2019 School Year

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve Certification Form CS-7 for the 2018-2019 School Year

PREVIOUS STAFF/BOARD ACTION:

This is an annual requirement of the Board. This was approved at the June 2018 meeting but due to a change in board membership, a new form with new signer needs to be approved.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

AUTHORIZATION FOR FISCAL YEAR: 2018-2019

CS-7

DATE: January 9th, 2019

SCHOOL DISTRICT Ferndale Unified SD

CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its January 9th, 2019 meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

"It was moved by
and seconded by
that Beth Anderson and Jolynn Jorgensen

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

Ayes (Members' Names):

Noes (Members' Names):

Motion Carried."

Authorized Signatures:

Beth Anderson

Board of Trustees Signatures:

(signed) Clerk, Board of Trustees

UH-16-16-BUS/forms

Return to HCOE Business Office