

Kashia School District
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Agenda
Governing School Board
Wednesday, January 8, 2025
4:00 p.m.
Kashia School District

- | | Start | End |
|--|--------------|-----------------------|
| 1. Call to Order Board and Staff/Establishment of Quorum | | |
| Glenda Antone _____ | | Frances Johnson _____ |
| Coleen McCloud _____ | | |
| Charlene Pinola _____ | | |
| 2. Approval of Agenda | | |
| 3. Public Comment on Closed Session Items | | |
| 3.1 Members of the Public are now invited to comment on the Closed Session agenda item(s) only. | | |
| 4. Closed Session | | |
| 4.1 Personnel (Government Code 54957(b): Public Employee Appointment /Employment – Discussion | | |
| 5. Reconvene to Open Session | | |
| 5.1 Report of Actions Taken in Closed Session (if any) | | |
| 6. Public Comment on Open Session Items (Limit 5 minutes) | | |
| 6.1 Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon. | | |
| 7. Consent Agenda | | |
| 7.1 Approval of the Minutes from the November 13, 2024 Special Board Meeting (Closed Session) – this meeting was cancelled; minutes reflect cancellation. (page 1) | | |

- 7.2 Approval of the Minutes from the December 4, 2024 Regular Board meeting **(pages 2-7)**
- 7.3 Approval of the Minutes from the December 4, 2024 Annual Organizational Meeting **(pages 8-9)**
- 7.4 Approval of Routine Budget Updates for the period of November 16, 2024 through December 31, 2024 **(page 10)**
- 7.5 Ratification of Accounts Payable Warrant Registers for the period of November 16, 2024 – December 31, 2024 **(pages 11-12)**
- 7.6 Approval of the Williams Quarterly Report for the period of October 1, 2024 – December 31, 2024 **(page 13)**

8. Reports and Communications

- 8.1 Governing Board Members
- 8.2 Superintendent
- 8.3 PTO
- 8.4 Staff

9. Items Scheduled for Information and Discussion

- 9.1 Review of Information Related to Governance and the Brown Act

Background: Board Trustees have requested information and training on school board governance and the Brown Act, which will be provided in segments during regular Board meetings. For the January 8, 2025 Board meeting, the topic covered will be the Brown Act. The Brown Act, also known as the “Open Meeting Law,” is a California law that guarantees the public’s right to attend and participate in meetings of local legislative bodies. A summary of the Brown Act, prepared by Lozano Smith, Attorneys at Law, is attached for Board review and discussion. **(pages 14-15)**

Fiscal Impact: None.

10. Items Scheduled for Discussion and Action

10.1 Review and Consideration of Approval, K-8 Principal/Lead Teacher - Temporary, Part-Time Position and Job Description

Background: Additional on-site support is needed to support teaching and learning and perform minimal daily administrative duties during the remainder of the 2024-25 school year (with a potential for continuing the on-site support during the 2025-26 school year, upon Board approval).

The Board is asked to review and consider approval of a temporary, part-time position and job description for a K-8 Principal/Lead Teacher. The position will be paid at an hourly rate of \$80 for up to twenty-five (25) hours per week through the period of January 9, 2025 – June 30, 2025, with actual days/hours to be determined upon mutual agreement with the Superintendent. Upon board approval of the position and job description, a recruitment and hiring process will be implemented (posting on Edjoin, candidate interviews, Board approval). ***Pages 16-17***

Fiscal Impact: Will cost up to \$47,185 for the period of January 9, 2025 – June 30, 2025 (assumes up to 485 hours at a rate of \$80.00 per hour plus statutory payroll costs). This new expense will be included in the 2024-25 Second Interim Report, which will be presented during the March 12, 2025 Board meeting.

10.2 Review/Consideration of Approval, 2024-25 Retired Employee Services Agreement, Part-Time Temporary K-8 Principal/Lead Teacher

Background: The Board is asked to review and consider approval of a retired employee services agreement between the district and Scott Carson, to serve as K-8 Principal/Lead Teacher on a part-time, temporary basis until the recruitment and hiring process for the position as described in item 10.1 above has been completed. The attached agreement is for the period of January 9, 2025 - June 30, 2025 in the event that Mr. Carson applies and is hired for the position. Should a different candidate be selected and approved by the Board to provide services as the K-8 Principal/Lead Teacher, the agreement with Mr. Carson will be terminated. ***(pages 18-20)***

The rate is \$80.00 per hour, not to exceed 485 hours during the period of January 9, 2025 – June 30, 2025 for a total not-to-exceed amount of \$39,774 (\$38,800 plus \$974 in statutory payroll costs as STRS payments are not required due to Mr. Carson's status as a retired STRS member).

Fiscal Impact: See Item 10.1 above; these costs will be included in the 2024-25 Second Interim Report which will be presented during the March 12, 2025 Board meeting.

10.4 Approval of the 2023-24 Audit Report

Background: Each year the District is required to have an independent audit of District financial records. The audit report for the fiscal year ending June 30, 2024 was completed by *Stephen Roach Accountancy Corporation*.

Staff will present information on the audit, audit exceptions, going concerns, findings, board recommendations and corrective action plans contained in the audit report. The 2024-25 Audit Report is provided as a separate attachment to the agenda, in addition to the Governance letter from the auditors to the Board of Trustees. The report will be sent to the Sonoma County Office of Education for review. ***(separate handout)***

Fiscal Impact: The contracted Chief Business Official, Andi Stubbs, will review the fiscal impact of the audit report during the presentation.

10.5 Review/Consideration of Approval, 2024-25 Consolidated Application, Winter Data Collection

Background: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. The winter release of the ConApp contains the Local Educational Agency (LEA) entitlements for each funded program. ***(pages 21-25)***

Fiscal Impact: The district was allocated \$254 in Title II, Part A Supporting Effective Instruction funding for 2024-25. This funding can be used for professional development and similar activities. The 2024-25 Second Interim Report will reflect this new revenue.

10.6 Review and Consideration of Approval, Board Policy 3515 – Campus Security

Background: During the December 4, 2024 Board meeting, the Board approved the Comprehensive School Safety Plan. As part of the overall safety and security program for the district, the Board is now asked to review and approve the attached Board Policy 3515-Campus Security. The policy includes a statement on surveillance systems. Upon approval of the policy, administration will work with the Sonoma County Office of

Education (SCOE) to install security cameras inside and outside of the building to help ensure the safety of students and staff. Notices will be posted and families/staff will be notified in writing about the presence of surveillance equipment. **(pages 26-29)**

Fiscal Impact: Costs of equipment and installation will be determined and included in the 2024-25 Second Interim Report.

- 10.7 Review and Consideration of Approval, Amendment to the Services Agreement between the District and Janet Van Winkle for Special Education (Resource Specialist) Services

Background: During the August 14, 2024 Regular Board meeting, the Board approved a services agreement with Janet Van Winkle for Special Education (Resource Specialist) support, at a rate of \$70.00 per hour with a not-to-exceed amount of \$12,000. A contract amendment is recommended for approval to increase the not-to-exceed amount by \$13,365 for a new total of \$23,835 to cover services needed through the end of the school year. An estimated 180 additional hours are needed to cover required weekly support, managing Individual Education Plans (IEP's), etc. for the district's students who receive Special Education services. **(pages 30-31)**

Fiscal Impact:

- 10.8 Review and Consideration of Approval, 2023-24 School Accountability Report Card (SARC)

Background: All public schools in California are required to annually to prepare School Accountability Report Cards (SARCs) and disseminate them to the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. Governing boards are required to approve the publication of a SARC. The SARC published each year reflects data from the prior year(s); consequently, the 2023-24 School Accountability Report Card (SARC) is published in 2024-25. **(pages 32-50)**

Fiscal Impact: None.

- 10.9 Review and Consider Approval of a Three-Year Engagement to Perform Audit Services Between the District and Stephen Roatch Accountancy Corporation

Background: School districts are required to have annual audits conducted to ensure that financial statements are accurate and that the district is compliant with state and federal laws and regulations. The district has worked with Stephen Roatch Accountancy Corporation for the past several years. ***(pages 51-59)***

Fiscal Impact:

The fee for services is \$18,500 for the fiscal year ending June 30, 2025, \$19,500 for the fiscal year ending June 30, 2026, and \$20,500 for the fiscal year ending June 30, 2027. The current district budget includes a line item for audit expenses, and the 2024-25 Second Interim Report will reflect these actual costs in the multi-year projection.

11. Items Scheduled for Future Board Meetings

11.1 Local Control and Accountability Plan (LCAP) – Mid-Year Report

11.2 Second Interim Report

11.3 2025-26 Original Budget – Public Hearing

12. Adjournment

Next Board Meeting: Wednesday, February 12, 2025, 4:00 p.m.