

Agenda
Governing School Board
Wednesday, April 20, 2022 4:00 p.m.
Kashia School District

1. Call to Order Board and Staff/Establishment of Quorum

Glenda Antone	_____	Frances Johnson	_____
Rick Parrish	_____		
Charlene Pinola	_____	Patti Pomplin	_____

2. Approval of Agenda

3. Public Comment on Non Agenda Items (Limit 5 Minutes)

4. Communications

5. Consent Agenda

- 5.1 Approve March 16, 2022 Board Minutes
- 5.2 Approve March Vendor Warrants
- 5.3 Approve Williams Quarterly Report January to March 2022

6. Reports and Communications

- 6.1 Governing Board Members
- 6.2 Superintendent
- 6.3 Business Manager
- 6.4 PTO

7. Items Scheduled for Information and Discussion

- 7.1 Discuss Attendance Strategies
- 7.2 Review Updated Playground Materials/Equipment
- 7.3 First Reading Board Policies
 - BP 4119.1 Civil & Legal Rights
 - BP 4119.11 Sexual Harassment
 - AR 4119.11 Sexual Harassment
 - BP 4119.21 Professional Standards
 - E 4119.21 Code of Ethics of the Education Profession
 - BP 4119.22 Dress & Grooming
 - BP 4119.23 Unauthorized Release of Confidential/Privileged Information
 - BP 4119.25 Political Activities of Employees
 - AR 4119.25 Political Activities of Employees
 - BP 4119.41 Employees with Infectious Disease
- 7.4 Review 2022-23 Tentative Budget

8. Items Scheduled for Discussion and Action

- 8.1 Approve 2022-23 Master Calendar
 - 8.2 Approve 2022-23 Certificated Salary Schedule
 - 8.3 Approve Resolution for Additional Compensation for Superintendent/Principal
-

Kashia School District

31510 Skaggs Spring Road
P.O. Box 129 Stewarts Point, CA 95480
707-785-9682 phone 707-785-2802 fax

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies**
- 9.2 Budget Updates**
- 9.3 Hire New Employees**
- 9.4 Preliminary 2022-23 Budget**
- 9.5 Public Hearings**

10. Adjournment

Next Regular Meeting
Wednesday, May 11, 2022



**Kashia School District
PO Box 129
Stewards Point CA 95480**

April 17, 2022

Dear California Governor Gavin Newsom,

We would like to invite you to visit Kashia School District located inland from the Sea Ranch Community on the Sonoma Coast. The school is adjacent to the Pomo Kashia Rancheria, and serves 100% Native American children. We would like to ask for your support at this crucial time.

Dr. Steven Herrington, long term Superintendent of Sonoma County Schools, and Frances Johnson, Kashia School District Superintendent/Principal, understand the relevance of Community Schools to the wellbeing of the community, county and country.

Community = County = Country

Frances Johnson 2022

When Robert Kennedy visited the Kashia School shortly before his death in the 1960's, he emphasized the importance of the school and school attendance. Without strong support, the Kashia School may relapse into its prior history of drugs, alcohol and criminal activity.

We know you are deeply concerned about the rise in gun violence in California, and we feel that endangered schools can provide a pathway to safety not only for the community but for the state. Part of the work of the Kashia School is to assure that the children attend school and that their cultural traditions are continued in the classroom and kept intact. We know that with the departure of Dr. Herrington, Superintendent of Sonoma County Schools in January 2023, and Frances Johnson, Superintendent/Principal of Kashia School who will complete her 7 year term June 2022, the school and extended Sea Ranch Community feel that a visit from our California Governor Gavin Newsom would set an example of the determination to make all schools in all counties in our state a safe, healthy and thriving place to be.

Big progress starts on a cellular level and we hope you will find time in your calendar to visit our school in the month of May.

Sincerely



Frances Johnson

Superintendent/Principal

Kashia School District

Kashia School District
Minutes
Special Board Meeting, March 16, 2022

1. Meeting called to order at 4:12 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Rick Parrish, Trustee Charlene Pinola
Staff: Frances Johnson, Patti Pomplin
Community: None
2. Approval of Agenda: Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items - None
4. Communication
5. Consent Agenda
Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the Board to approve the consent agenda as presented.
 - 5.1 Approve February 16, 2022 Board Minutes
 - 5.2 Approve February Vendor Warrants
6. Reports and Communications
 - 6.1 Governing Board – Trustee Antone inquired about student incident and whether locks were working; she also turned in a letter of resignation which was rescinded the following week.
 - 6.2 Superintendent – Jose working on grant to support kids playing sports; Gualala Arts show presentation looks great thanks to help from both Char and Glenda; greenhouse needs ramp and shelves, strawberry plants coming; Rick Felan doing practice tests with students – official testing happening in April; no school next two Fridays.
 - 6.3 Business Manager – Will be gone April 7th and back to work on the 18th; did tentative budget for next board meeting.
 - 6.4 PTO – None
7. Items Scheduled for Information and Discussion
 - 7.1 Discuss Attendance Strategies
Idea of setting aside \$50,000 in ending balance to cover \$10,000 a year attendance incentive for 5 years – protocol and distribution to be worked out at future meetings.
 - 7.2 Review Updated Playground Materials/Equipment
Rolling take measure will be purchased to map out entire area for new cushion materials as well as the maximum size of a new piece of playground equipment and what the students most need.
8. Items Scheduled for Discussion and Action
 - 8.1 Approve 2nd Interim Report
Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the board to approve the 2nd Interim report as presented.

8.2 Approve Business Manager Contract July 2022 through December 2025

Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the board to approve extending the business manager contract through December 2025. She will assist in the search for a replacement when it gets closer to her actual retirement.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Budget Updates

9.3 Hire New Employees

9.4 2022-23 Budget

10. Meeting Adjourned at 4:57

Next Regular Meeting
Wednesday, April 20, 2022

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1883576	03/02/2022	Ally Technology Consulting	01-5840	monthly tech		1,000.00
1883577	03/02/2022	Amerigas	01-5510	694880605		403.91
1883578	03/02/2022	Wells Fargo Vendor Fin Serv	01-5632	3000927141		139.98
1886919	03/18/2022	Christopher Vargas	01-5800	greenhouse installation		90.00
1886920	03/18/2022	David Marrufo	01-5800	greenhouse		90.00
1886921	03/18/2022	Frontier Communications	01-5911	70778596821013815		221.90
1886922	03/18/2022	Janet c/o AE Design	01-5800	accommodations for trainer		150.00
1886923	03/18/2022	Frances Johnson	01-4310	pizza for field trip	226.82	
			01-5201	gualala arts	59.67	
1886924	03/18/2022	Kashia Utilities District	01-5530	kud67938	465.80	221.76
1886925	03/18/2022	Office Depot	01-4390	bulbs		
				caddies	47.72	
				folders	41.85	555.37
1886926	03/18/2022	Pacific Gas & Electric	01-5520	28343238771	183.28	
				93967066411	13.55	
				94383733055	80.00	
1886927	03/18/2022	Recology Sonoma Marin	01-5560	1812654333		276.83
1886928	03/18/2022	Rolando Marquez	01-5800	greenhouse		263.46
1887339	03/23/2022	ESP & Alarms Inc	01-5832	april to june 874-599 & 874-600	180.00	150.00
				february to april 874-099	90.00	
1887340	03/23/2022	Patti Pomplin	01-4310	calendars for cultural ed	240.00	270.00
			01-4390	playground signs	174.01	414.01
1887341	03/23/2022	Ray Morgan Company	01-5632	CN12373-03		44.64
1887342	03/23/2022	SPG	01-5807	February speech		1,170.00
1887972	03/25/2022	Frontier Communications	01-5911	70778596821013815		217.11
1887973	03/25/2022	Luz Fredrickson DBA Luz Fredrickson Cleaning	01-5800	cleaning/custodial		742.50
Total Number of Checks					19	6,707.96

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	6,707.96
Total Number of Checks		19	6,707.96
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			6,707.96

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Mar 28 2022 8:01AM

ESCAPE

ONLINE

Page 1 of 1

Williams Settlement Quarterly Uniform Complaint Report - January 1, 2022 - March 31, 2022

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Sign in to Google to save your progress. [Learn more](#)

* Required

Name of District

Kashia School District

Name and Title of Person Reporting *

Patti Pomplin

Phone Number *

707-785-9682



Email Address *

ppomplin@kashiaesd.org

INSTRUCTIONAL MATERIALS

- ☒ There were 0 complaints received during this quarter.
- ☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

Clear selection

TEACHER VACANCY AND/OR MISASSIGNMENT *

- ☒ There were 0 complaints received during this quarter
- ☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

- ☒ There were 0 complaints received during this quarter
- ☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details



Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Sonoma County Office of Education. [Report Abuse](#)

Google Forms



Kashia ESD

Board Policy

Civil And Legal Rights

BP 4119.1

Personnel

The Board of Trustees believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district, provided that these activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

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

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items in order to uncover evidence that the employee is violating the law, Board policy, administrative regulation, or other rules of the district or school.

(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent/Principal or designee shall prominently display in lettering larger than size

14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

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

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or district responsibilities. For the protection against liability to apply, the act or omission must be in conformity with federal, state, and local laws and must be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

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

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of

terrorism for which the employee has been convicted in a court.

7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

7050-7058 Political activities of school officers and employees

44040 Discrimination based on employee's appearance before certain boards or committees

44110-44114 Reporting by school employees of improper governmental activity

49091.24 Teacher rights to refuse evaluation/survey of personal life

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

3540.1 Public employment definitions

3543.5 Interference with employee's rights prohibited

12940-12951 Discrimination prohibited; unlawful practices

LABOR CODE

1102.5-1106 Whistleblower protections

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher liability protection

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act

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

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

COURT DECISIONS

Garcetti v. Ceballos, (2006) 543 U.S. 1186

O'Conner v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 468 U.S. 325

Management Resources:

WEB SITES

California Attorney General: <http://caag.state.ca.us>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Sexual Harassment

BP 4119.11

Personnel

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

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

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent/Principal or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor or the Superintendent.

A supervisor or other district administrator who receives a harassment complaint shall promptly notify the Superintendent/Principal or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing

a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

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

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 2022 Stewarts Point, California

Kashia ESD

Administrative Regulation

Sexual Harassment

AR 4119.11
Personnel

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking,

leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent/Principal or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Professional Standards

BP 4119.21

Personnel

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 0200 - Goals for the School District)

(cf. 4112.2 - Certification)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

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

(cf. 4040 - Employee Use of Technology)

(cf. 5131 - Conduct)

(cf. 6163.4 - Student Use of Technology)

An employee who observes or has evidence of inappropriate conduct between another employee

and a student shall immediately report such conduct to the Superintendent/Principal or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any employee who is found to have engaged in inappropriate conduct with a student in violation law or this policy shall be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 2022 Stewarts Point, California

Kashia ESD

Exhibit

Professional Standards

E 4119.21

Personnel

CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program

- b. Deny benefits to any student
- c. Grant any advantage to any student
- 7. Shall not use professional relationships with students for private advantage
- 8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

- 1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
- 2. Shall not misrepresent his/her professional qualifications
- 3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
- 4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
- 5. Shall not assist a noneducator in the unauthorized practice of teaching
- 6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
- 7. Shall not knowingly make false or malicious statements about a colleague
- 8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Dress And Grooming

BP 4119.22

Personnel

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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

(cf. 5132 - Dress and Grooming)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12949 Dress standards, consistency with gender identity

COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:

WEB SITES

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Unauthorized Release Of Confidential/Privileged Information

BP 4119.23

Personnel

The Board of Trustees recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent/Principal or designee shall provide all employees who attend closed sessions a copy of this policy. New employees who may attend closed sessions shall also receive a copy of this policy.

The district shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 6164.2 - Guidance/Counseling Services)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent/Principal or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35146 Closed sessions

35160 Authority of governing boards

44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees

44933 Other grounds for dismissal

45113 Rules and regulations for classified service

49060-49079 Pupil records

GOVERNMENT CODE

1098 Public officials and employees: confidential information

6250-6270 Inspection of public records

54950-54963 Brown Act
UNITED STATES CODE, TITLE 20
1232g Family Education Rights and Privacy Act

Management Resources:

WEB SITES

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Political Activities Of Employees

BP 4119.25

Personnel

The Board of Trustees respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.

(cf. 1160 - Political Processes)

Like other community members, employees may use school facilities for meetings under the Civic Center Act.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

7050-7057 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

GOVERNMENT CODE

3543.1 Rights of employee organizations

COURT DECISIONS

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th 1333

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 106 (2001)

84 Ops.Cal.Atty.Gen. 52 (2001)

77 Ops.Cal.Atty.Gen. 56 (1994)

PERB RULINGS

California Federation of Teachers, Local 1931 v. San Diego Community College District (2001)
PERB Order #1467 (26 PERC 33014)

Management Resources:

CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998, revised 2001

WEB SITES

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

Office of the Attorney General, Dept. of Justice: <http://caag.state.ca.us/>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 2022 Stewarts Point, California

Kashia ESD

Administrative Regulation

Political Activities Of Employees

AR 4119.25
Personnel

District employees shall not:

1. Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board of Trustees (Education Code 7054)

(cf. 1160 - Political Processes)

2. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)

3. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures

4. Use district time to urge the passage or defeat of any ballot measure or candidate

5. Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed

(cf. 3512 - Equipment)

6. Post or distribute political campaign materials on district property

7. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes

(cf. 4040 - Employee Use of Technology)

8. Use students to write, address or distribute political campaign materials

9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views

(cf. 6144 - Controversial Issues)

10. Wear buttons or articles of clothing that express political opinions on ballot measures or

candidates during instructional time

However, teachers shall not be prohibited from wearing political buttons during noninstructional time, such as Back-to-School Night.

Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)

Employee Organizations

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board (Education Code 7054)

(cf. 4140/4240 - Bargaining Units)

Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 2022 Stewarts Point, California

Kashia ESD

Board Policy

Employees With Infectious Disease

BP 4119.41

Personnel

The Board of Trustees encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

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

(cf. 4261.1 - Personal Illness/Injury Leave)

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

When informed that an employee has a disabling infectious disease, the Superintendent/Principal or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent/Principal or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent/Principal or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent/Principal or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk

2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The Board and the Superintendent/Principal or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

CODE OF REGULATIONS, TITLE 2

7293.5 et seq.

UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act

COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 2022 Stewarts Point, California

Kashia School District

MASTER CALENDAR

2022-2023

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F
JULY				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

0

4- Holiday-Independence Day

AUGUST				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

11

11-16 - Cert. Staff Dev.
15- Aide Staff Development
16- All Staff Meeting
17- Students Return

SEPTEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

5- Holiday-Labor Day
23-Native American Day

OCTOBER				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21

NOVEMBER				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16

1- Staff Development Day
11- Holiday-Veteran's Day
15-18 Parent Conferences
21-25- Holiday-No Students, Teachers, or 10 Mo.
24-25- Holiday-Thanksgiving & Admissions Day

DECEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12

16- Minimum Day
12/16-1/2- Winter Break
26 - Holiday - Christmas

M	T	W	TH	F
JANUARY				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20

2- Holiday - New Year's Day
3- School Resumes
16- Holiday-Martin Luther King Day

FEBRUARY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

15

20-24- President's Break
20- Holiday-President's Day.
21- Holiday-Lincoln's Day Alternative

MARCH				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22

24- Storm Day

APRIL				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

15

10-14- Spring Break

MAY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

21

26- Storm Day
29- Holiday-Memorial Day

JUNE				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7

9- Last Day of School-Minimum Day
19 - Juneteenth Holiday

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Paraeducators	184
Total Work Days	10 Mo.	Other Classified	various
Total Work Days	11 Mo.	Certificated	184
Total Work Days	12 Mo.	Classified	various

HOLIDAYS	
10 Mo.	10
11 Mo.	11
12 Mo.	12

Storm Days: If school is canceled
due to hazardous conditions, 3/24 & 5/26
will be used as a make-up day.
If no school days are canceled, 3/24 & 5/26
will be non-school days.

Horicon		
TRIMESTER ENDS		
First	61	Nov. 10
Second	67	March 17
Third	52	June 9
	180	

TOTAL STUDENT
DAYS
180

	Holiday
	Staff Development AES
	Staff Development PAHS
	First Day of School
	Minimum Day
	No students/teachers or 10 Mo. Staff
	Storm Day if necessary

Model OB23-01 Original 2022-23

Fiscal Year 2022/23

Fund 01 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	217,389	23.12%
8100	Federal Reserves	77,497	8.24%
8200		24,200	2.57%
8500		8,040	.85%
8600	Other Local Revenues	6,000	.64%
8700		95,087	10.11%
Total Revenue		428,213	45.54%
Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Personnel Salary			
1100	Teachers' Salaries - Regular	93,975	9.99%
Total 1000		93,975	9.99%
2000 Classified Personnel Salaries			
2100	Instructional Aides' Salaries	16,483	1.75%
2300	Class Suprvsrs' & Admins' Sal	28,000	2.98%
2900	Other Classified Salaries	5,000	.53%
Total 2000		49,483	5.26%
3000 Employee Benefits			
3100	Benefits - Strs	18,672	1.99%
3200	Benefits - Pers	4,186	.45%
3300		5,073	.54%
3400	Benefits - Health & Welfare	10,800	1.15%
3500	Benefits - Unemployment	717	.08%
3600	Benefits - Workers' Comp Ins	2,747	.29%
Total 3000		42,195	4.49%
4000 Books & Supplies			
4300	Materials & Supplies	18,357	1.95%
4700	Food Purchases For Food Servc	500	.05%
Total 4000		18,857	2.01%
5000 Svcs & Oth Oper Expenditures			
5200	Travel & Conferences	1,700	.18%
5300	Dues & Memberships	610	.06%
5400	Insurance	2,693	.29%
5500	Utilities & Housekeeping Svcs	13,300	1.41%
5600	Rentals And Leases	4,400	.47%
5800	Other Svcs & Oper Expenditures	197,601	21.01%
5900	Communications	2,550	.27%
Total 5000		222,854	23.70%
Total Expenditure		427,364	45.45%
Fund Balance	Description	Amount	Percentage of Sources
9789	Reserve economic Uncertainty	71,000	7.55%
9790	Undesignated/unappropriated	441,165	46.91%
Total Fund Balance		512,165	54.46%

Selection Grouped by Account Type, (Org = 46, Restricted? = Y, Control? = N, Fund = 01, Object Digit = 2)

ESCAPE ONLINE

Page 1 of 2

Model OB23-01 Original 2022-23

Fiscal Year 2022/23

Fund 01 General Fund

Starting Balance	512,152
+ Revenues	428,213
- Expenditures	427,364
- Budgeted Reserves & Fund Bal	512,165
= Unappropriated Balance	836

Starting Balance	512,152
+ Total Revenues	428,213
= Total Sources	940,365

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Personnel Salary	93,975	9.99%
2000	Classified Personnel Salaries	49,483	5.26%
3000	Employee Benefits	42,195	4.49%
4000	Books & Supplies	18,857	2.01%
5000	Svcs & Oth Oper Expenditures	222,854	23.70%
6000			%
7000			%
- Total Expenditures		427,364	45.45%
- Total Budgeted Reserves and Fund Balance		512,165	54.46%
= Unappropriated Balance		836	.09%

Salary Schedule CERT2021 - Certificated

ANNUAL RATES

07/01/2019 - Open

	30	45	60	75	90	
1	47,537.00 50,094	48,904.00 51,535	51,476.00 54,219	54,050.00 57,009	56,624.00 59,913	
2	48,249.00 50,845	50,321.00 53,027	52,969.00 55,819	55,617.00 58,609	58,266.00 61,513	
3	49,056.00 51,645	51,780.00 54,565	54,507.00 57,439	57,230.00 60,309	59,955.00 63,213	
4	50,478.00 53,193	53,282.00 56,148	56,088.00 59,106	58,892.00 62,060	61,694.00 65,013	
5	52,442.00 55,263	54,828.00 57,778	57,712.00 60,816	60,598.00 63,858	63,485.00 66,901	
6	53,448.00 56,323	56,417.00 59,452	59,396.00 62,591	62,358.00 65,712	65,326.00 68,840	
7	54,998.00 57,956	58,053.00 61,176	61,109.00 64,397	64,167.00 67,618	67,220.00 70,836	
8	56,594.00 59,638	59,737.00 62,951	62,883.00 66,266	66,025.00 69,577	69,170.00 72,891	
9	58,237.00 61,369	61,471.00 64,778	64,704.00 68,185	67,873.00 71,524	71,174.00 75,003	
10	59,924.00 63,147	63,254.00 66,656	66,581.00 70,163	69,911.00 73,672	73,237.00 77,177	

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

of Columns 0

of Rows 0

Max Column

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Selection Grouped by Salary/SchedId

ESCAPE ONLINE

Page 1 of 1

CURRENT 2019-20 Classified Salary Schedule

	Aide	Custodian	Maint	Van	Food
Year 1	\$ 17.50	\$ 13.50	\$ 15.60	\$ 13.50	\$ 13.50
Year 2	\$ 18.10	\$ 14.00	\$ 16.10	\$ 14.00	\$ 14.00
Year 3	\$ 18.70	\$ 14.50	\$ 16.60	\$ 14.50	\$ 14.50
Year 4	\$ 19.30	\$ 15.00	\$ 17.10	\$ 15.00	\$ 15.00
Year 5	\$ 19.90	\$ 15.50	\$ 17.60	\$ 15.50	\$ 15.50

PROPOSED for 2020-21

Year 1	\$ 18.00	\$ 14.00	\$ 18.00	\$ 14.00	\$ 14.00
Year 2	\$ 18.60	\$ 14.50	\$ 18.60	\$ 14.50	\$ 14.50
Year 3	\$ 19.20	\$ 15.00	\$ 19.20	\$ 15.00	\$ 15.00
Year 4	\$ 19.80	\$ 15.50	\$ 19.80	\$ 15.50	\$ 15.50
Year 5	\$ 20.40	\$ 16.00	\$ 20.40	\$ 16.00	\$ 16.00

PROPOSED for 2021-22

Year 1	\$ 18.50	\$ 14.50	\$ 18.50	\$ 14.50	\$ 14.50
Year 2	\$ 19.10	\$ 15.00	\$ 19.10	\$ 15.00	\$ 15.00
Year 3	\$ 19.70	\$ 15.50	\$ 19.70	\$ 15.50	\$ 15.50
Year 4	\$ 20.30	\$ 16.00	\$ 20.30	\$ 16.00	\$ 16.00
Year 5	\$ 20.90	\$ 16.50	\$ 20.90	\$ 16.50	\$ 16.50

PROPOSED for 2022-23

Year 1	\$ 19.00	\$ 15.00	\$ 19.00	\$ 15.00	\$ 15.00
Year 2	\$ 19.60	\$ 15.50	\$ 19.60	\$ 15.50	\$ 15.50
Year 3	\$ 20.20	\$ 16.00	\$ 20.20	\$ 16.00	\$ 16.00
Year 4	\$ 20.80	\$ 16.50	\$ 20.80	\$ 16.50	\$ 16.50
Year 5	\$ 21.40	\$ 17.00	\$ 21.40	\$ 17.00	\$ 17.00

Whereas for the 2021-22 school year, Frances Johnson was hired by Sonoma County Office of Education (SCOE) to serve as the Superintendent/Principal of Kashia School District (District) and ;

Whereas the position started as a 185-day contract on the Certificated Management Salary Schedule and;

Whereas Ms. Johnson's initial placement on the Salary Schedule was \$110,494 under Range 15, Step 6 and;

Whereas on October 31, 2021 (date) the position of teacher and classroom aid was vacated and;

Whereas after _____ (above date), Ms. Johnson, a SCOE employee, requested to renegotiate her contract because of the increased duties and;

Whereas the Leadership Team from SCOE met with Ms. Johnson to discuss increasing the number of duty days in her contract from 185 to 225 which generated an additional \$23,890 in salary compensation and is allowed within her job classification and;

Whereas in a March 2022 letter addressed to Dr. Jennie Synder, the District requested further increase to Ms. Johnson's compensation for the 2021-22 school year and;

Therefore the District wishes to further compensate Ms. Johnson in the amount of \$ _____ as a stipend amount for the increased responsibilities of instruction and;

Now Therefore, this compensation increase relates to a per diem rate of \$ _____
This resolution is not precedent setting and will be applicable to the 2021-22 school year only; once the Board of Trustees signs the amended employee agreement with SCOE.

The Foregoing resolution was moved by Trustee _____, seconded by Trustee _____, and adopted at a regular meeting of the Kashia Board of Education on April 20, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA, COUNTY OF SONOMA

IN WITNESS WHEREOF: I have hereunto set my hand and seal this April 20, 2022 (Date)

Charlene Pinole, President, Kashia Board of Education

Frances Johnson, Superintendent and Secretary to the Board of Education

Whereas for the 2021-22 school year, Frances Johnson was hired by Sonoma County Office of Education (SCOE) to serve as the Superintendent/Principal of Kashia School District (District) and ;

Whereas the position started as a 185-day contract on the Certificated Management Salary Schedule and;

Whereas Ms. Johnson's initial placement on the Salary Schedule was \$110,494 under Range 15, Step 6 and;

Whereas on October 31, 2021 (date) the position of teacher and classroom aid was vacated and;

Whereas after 10/31/22 (above date), Ms. Johnson, a SCOE employee, requested to renegotiate her contract because of the increased duties and;

Whereas the Leadership Team from SCOE met with Ms. Johnson to discuss increasing the number of duty days in her contract from 185 to 225 which generated an additional \$23,890 in salary compensation and is allowed within her job classification and;

Whereas in a March 2022 letter addressed to Dr. Jennie Synder, the District requested further increase to Ms. Johnson's compensation for the 2021-22 school year and;

Therefore the District wishes to further compensate Ms. Johnson in the amount of \$ 14,202 as a stipend amount for the increased responsibilities of instruction and;

Now Therefore, this compensation increase relates to a per diem rate of \$ _____
This resolution is not precedent setting and will be applicable to the 2021-22 school year only; once the Board of Trustees signs the amended employee agreement with SCOE.

The Foregoing resolution was moved by Trustee Charlene Pinole seconded by Trustee Gloria Antea and adopted at a regular meeting of the Kashia Board of Education on April 20, 2022, by the following roll call vote:

AYES: 2

NOES: 0

ABSTAIN: 0

ABSENT: 1

STATE OF CALIFORNIA, COUNTY OF SONOMA

IN WITNESS WHEREOF: I have hereunto set my hand and seal this April 20, 2022 (Date)

Charlene Pinole

Charlene Pinole, President, Kashia Board of Education

Frances Johnson

Frances Johnson, Superintendent and Secretary to the Board of Education

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SONOMA COUNTY OFFICE OF EDUCATION
AND
KASHIA ELEMENTARY SCHOOL DISTRICT
7/1/21 – 6/30/22**

This Memorandum of Understanding (“MOU”) is entered into between the Sonoma County Office of Education (“SCOE”) and the Kashia Elementary School District (“District”) with regard to the following subject matter:

- A. On or about March 26, 2015 SCOE notified the District that the District would be unable to meet its financial obligations for the balance of the 2014-2015 school year.
- B. The County Office at the same time notified the District that it was likely the District would continue to run deficits for the 2015-2016 and 2016-2017 school years.
- C. As a result of that financial situation and the Notice given to the District, SCOE assumed full Stay and Rescind Authority over decisions of the school board and District staff with respect to financial matters.
- D. The District Board voted to give notice to the then-current Superintendent of the non-renewal of her contract, with her last day as both Superintendent and as the District’s business manager to be on June 12, 2015.
- E. Thereafter, as part of SCOE’s assumption of responsibility for District’s financial matters, later in 2015 SCOE appointed Frances Johnson as superintendent/principal of the District. The superintendent/principal has performed that role since that time, providing strong management of the day-to-day business of the District and serving the interests of the District’s students well.

NOW, THEREFORE, the parties agree as follows:

1. **Term:** Kashia’s Stay & Rescind order, which expired in April 2017, released SCOE’s authority over district matters, however, Kashia’s Board of Trustees wish to continue Superintendent/Principal services provided by Frances Johnson for an additional two years, for a period beginning on July 1, 2021 and terminating on **June 30, 2022** unless terminated earlier or extended as provided by the terms of this Agreement.
2. **Salary:** Superintendent/Principal shall be placed on the SCOE certificated management salary schedule.

3. **Extension:** This MOU shall automatically be extended by an additional year unless sooner terminated by one of the parties. Either party may give notice at least one year and one day prior to the termination date set forth above. If no such notice is given prior to the termination of this agreement, it shall automatically be extended for an additional year.

4. **Effective Date:** This Agreement shall take effect upon the date when both a representative of SCOE and of the District/Board shall have executed it.

5. **Work Year:**

2021-2022: The Superintendent/Principal shall be required to render ~~(185)~~ 225 workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221 **for the 2021-2022 school year.** Days in excess of ~~(185)~~ 225 and holidays are considered non-work days. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.

~~2022-2023: The Superintendent/Principal shall be required to render 185 workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221 for the 2022-2023 school year. Days in excess of 185 and holidays are considered non-work days. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.~~

6. **Charge for Superintendent/Principal's Duties:** The cost of the Superintendent/Principal's salary shall be a proper charge against the District's budget.

a. Superintendent/Principal's Duties:

- i. General Duties. The Superintendent/Principal is employed as District Superintendent/Principal and shall perform the duties of District Superintendent/Principal as prescribed by this Agreement, the laws of the State of

California, Board Policy, and the Superintendent/Principal's job description. The Superintendent/Principal shall be chief executive officer and secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604.

- ii. Personnel Matters. The Superintendent/Principal shall have primary responsibility for all personnel matters including selection, assignment, discipline, and dismissal of district employees, subject to the approval of the Board. The Board shall refer all complaints and concerns made to individual members of the Board, or the Board as a body, for review and action by the Superintendent/Principal.

7. General Provisions:

- a. Governing Law/Venue: This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.
- b. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. Exclusivity: To the extent permitted by law, the parties agree that the employment relationship between SCOE and the District shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, or similar documents.
- d. Execution of Other Documents: The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- e. Execution: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

- f. Waiver: Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- g. Severability: If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

Dated: _____

Signed: _____

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Dated: 4/20/2022

Signed: _____

Charlene Pinola
Charlene Pinola
President, Kashia District Board of Trustees