

Agenda  
Governing School Board  
Wednesday, December 11, 2019  
4:00 p.m. – District Office

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

Glenda Antone	_____	Frances Johnson	_____
Maxine Barboza	_____	Joseph Swain	_____
Charlene Pinola	_____	Patti Pomplin	_____

2. Approval of Agenda

3. Organizational Meeting - Information and Action

- 3.1 Nomination for and Election of, School Board President
- 3.2 Nomination for and Election of, School Board Clerk
- 3.3 Nomination for and Election of, Voting Delegate and Alternative Voting Delegate to vote in elections of the Sonoma County Committee on School District Organization
- 3.4 Board Member signatures for the Sonoma County Superintendent of Schools
- 3.5 Approve Frances Johnson as Secretary of the Board
- 3.6 Determination and approval of the 2020 regular Board meeting dates and times

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

Public comment on any item of interest to the public that is within in 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.

5. Communications

None

6. Consent Agenda

- 6.1 Approval of Minutes from November 13, 2019
- 6.2 Approval of Warrants for November 2019

7. Reports and Communications

- 7.1 Governing Board Members
- 7.2 Superintendent
- 7.3 Teacher
- 7.4 Business Manager
- 7.5 PTO

8. Items Scheduled for Information and Discussion

- 8.1 8.1 Second Reading Board Policies
  - BP 3270 Sale & Disposal of Books, Equipment & Supplies
  - AR 3270 Sale & Disposal of Books, Equipment & Supplies
  - BP 3314 Payment for Goods & Services

Agenda  
Governing School Board  
Wednesday, December 11, 2019  
Continued . . .

AR 3314 Payment for Goods & Services  
BP 3320 Claims & Actions Against the District  
AR 3320 Claims & Actions Against the District  
E 3320 Claims & Actions Against the District  
BP 3350 Travel Expenses  
BP 3400 Management of District Assets/Accounts  
AR 3400 Management of District Assets/Accounts  
BP 3515.2 Disruptions  
AR 3515.2 Disruptions

- 8.2 Review School Safety Plan
- 8.3 Discuss Playground

9. Items Scheduled for Discussion and Action

- 9.1 Approval of Budget Updates
- 9.2 Approval of 1<sup>st</sup> Interim Report
- 9.3 Support of California Complete Count and 2020 Census

10. Items Scheduled for Future Board Meetings

- 10.1 Board Policies
- 10.2 2018-19 Audit
- 10.3 Williams Quarterly Compliance Report
- 10.4 SARC – School Accountability Report Card

11. Adjournment

Next Board Meeting, January 2020 TBD

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# Certificate of Election of District Clerk and Board President 2019-20

WE HEREBY CERTIFY that at a meeting of the Governing Board of the Kashia District of Sonoma County, California, at a meeting held on Wednesday, December 11, 2019

the following officers were elected:

(President) \_\_\_\_\_

(address, including email address) \_\_\_\_\_  
\_\_\_\_\_

(Clerk) \_\_\_\_\_

(address, including email address) \_\_\_\_\_  
\_\_\_\_\_

Regular board meetings held Wednesday, December 11, 2019

\_\_\_\_\_  
Signature of Clerk or Secretary of the Governing Board

**Instructions:** Forward this to the County Superintendent without delay. Boards of Trustees failing to elect a clerk at the organizational meeting should notify the County Superintendent of Schools at once. If a clerk is not elected on this date, the County Superintendent of Schools shall appoint a clerk. (Education Code Sections 35022 {72402}, 35038 {724167}, 35143)

## Voting Representative for Vacancies on the Sonoma County Committee on School District Organization

The county committee must have 11 members who are elected by a "voting representative" from each district. In Sonoma County, this election takes place by absentee ballot. Voting representatives do not have additional duties.

THIS CERTIFIES THAT:

(Name) \_\_\_\_\_

(address, including email address) \_\_\_\_\_  
\_\_\_\_\_

was selected as the representative of the above school District for the meeting of school board representatives to fill vacancies on the Sonoma County Committee on School District Organization. (Education Code 35023 {72403})

Selected Alternate Representative:

(Name) \_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk or Secretary of the Governing Board

**SIGNATURES OF MEMBERS  
OF THE  
GOVERNING BOARD  
KASHIA ELEMENTARY SCHOOL DISTRICT**

These signatures are required to be on file in the office of the County Superintendent of Schools.  
Education Code Section 42633.

Glenda Antone

\_\_\_\_\_

Maxine Barboza

\_\_\_\_\_

Charlene Pinola

\_\_\_\_\_

Signatures of any other person authorized to sign warrants in the name of this board:

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

Verification:

The above signatures were executed in my presence this 11th day of December 2019.

\_\_\_\_\_

Signature

\_\_\_\_\_

Title



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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November 21, 2019

**To: Superintendents, Member School Districts (K-12)**

**From: Kaitlyn Schwendeman, Schools Legal** *KAS*

**Subject: 2019 Governing Board Elections and Organizational Meetings  
and Frequently Asked Questions  
Memo No. 40-2019**

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**We are reissuing this Legal Update as we have received many questions regarding annual organizational meetings in the past few days.**

Effective January 1, 2019, new amendments to Education Code sections 1007, 1009, and 5017 went into effect. As described below, these amendments changed only the effective date for the end of an incumbent trustee's term of office, the commencement of the term of that person's successor, and the timing of the organizational meeting.

## **ORGANIZATIONAL MEETINGS** **(Education Code Section 35143)**

Each school district and county office of education is required to hold an annual organizational meeting. In an election year, a school district organizational meeting must be held on a day within the fifteen (15) day period that commences with the date upon which a governing board member elected at that election takes office (the second Friday in December). In years in which no regular election for governing board members is conducted, the organizational meeting is held during that same fifteen day period. Exceptions to this rule are discussed below. **This year, the date on which elected trustees will take office is December 13, 2019.**

Organizational meetings should be held as follows:

- 1. Governing Boards of School Districts**  
The organizational meeting must be held within 15 days of the second Friday in December. Unless otherwise provided by a rule of the Governing Board, the *date* of the organizational meeting must be selected by the Board at its regular meeting held immediately *prior* to December 1st (presumably the regular November board meeting).



**The organizational meeting must, therefore, be held between December 13, 2019 and December 28, 2019.**

**2. Governing Boards of School Districts Governed by a City Charter**

These Boards have the option of holding their organizational meetings as described above, or may hold their organizational meeting between December 15th and January 14th, if so provided by the Governing Board rules.

**3. County Boards of Education**

Starting this December 2019, for those boards holding an organizational meeting following the November election, their organizational meetings will now be held on the second Friday in December instead of at the end of November. For boards whose members are elected in June, the organizational meeting remains July 1.

**Board Member Term of Office**  
**(Education Code Section 1007 and 5017)**

**County Boards of Education:**

Effective this year, the date on which outgoing members' terms of office end, and on which newly-elected members take office, is moved from the last Friday in November to the second Friday in December. The terms of office of county board members elected at the California primary (whether in March or June) will continue to commence on the first day of July.

Likewise, the law has changed the date for county board organizational meetings from the last Friday in November to the second Friday in December. For those county boards with members elected at the primary, their organizational meeting remains the first board meeting held after July 1.

**School Districts:**

For school district board members, the amendment to Education Code section 5017 changes the last day of an incumbent trustee's term of office, and the first day of a newly-elected trustee's term, from the first Friday in December to the second Friday in December.

Because all of these changes to the terms of office—for county board and school board—lengthen the terms of office for board members slightly, any incumbent's term of office will simply be extended by that additional time beginning in December 2019 and thereafter, depending on when the term of office would otherwise have expired. For example, someone elected in 2019 will commence office on December 13, 2019. Incumbents' terms of office are similarly extended—where previously an incumbent's term would have expired on December 2, 2022, under the new law that person's term will now expire December 9, 2022. County board members, the only local body whose terms of office previously began and ended in November, will have their terms of office extended by approximately two weeks, and terms will now match those of school boards.

**Election Issues**

Districts with the governing board elections scheduled for 2019 should be aware of the following information:



- 1. Number of Candidates Less Than or Equal to the Number of Board Seats**  
No election is held. The existing Board members continue to serve until the organizational meeting of the Board, at which time the candidate(s) are seated and become Board members.

- 2. No Candidates or Insufficient Candidates for Number of Seats Vacant**  
Seats for which there are sufficient candidates are discussed above. For those seat(s) for which there are no candidates, the Board must appoint. It is important to note that, except for seats which have been specifically designated two-year seats, an appointment to a governing board seat due to lack of a candidate or candidates is a four-year appointment.

The appointment must be made *prior* to the election. Prior to making the appointment, “. . . the governing board shall cause to be published a notice once in a newspaper of general circulation published in the district or, if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment and informing persons of the procedure available for applying for the office.” (Education Code section 5328.5.)

- 3. Changing the Election Cycle from Odd-Year to Even-Year**  
Until 2018, the “default” for school districts and community college districts under the Elections Code was to hold elections in odd-numbered years. As noted above, in 2015, AB 415 was signed into law, and required most local entities that formerly held their elections in odd-numbered years to move them to even-numbered years. Those districts that were required to do so but did not want to make the change-over immediately were required to adopt a plan, by January 1, 2018, to make this change by the November 2022 election.

Because most entities that were required to make this change have either already done so or have adopted the required plan by January 2017, we have removed from this Legal Update the detailed discussion of how to switch an election cycle from odd-numbered to even-numbered years. Any districts that have either not made the switch but that need assistance in doing so should contact our office for further information and assistance.

## **FREQUENTLY ASKED QUESTIONS**

### **Eligibility to Hold Office**

- 1. What are the qualifications to be elected/appointed to a school board?**

Education Code section 35107, subdivision (a) provides as follows:

(a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.

- 2. Can employees of the school district serve on the governing board?**

No. Education Code section 35107, subdivision (b)(1) provides as follows:

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

**3. Are there limitations on the employment of a spouse or other relatives of a board member?**

Yes. Under Government Code section 1090, a long-term school district employee whose spouse is appointed to or elected to the district's governing board may not be promoted by the board. "Long-term" means that the employee has served for one year or more. See Government Code section 1091.5, subd. (a)(6). The spouse of a new employee, i.e., someone with less than one year of employment at the district in question, may not be elected or appointed to the board unless the other spouse resigns his or her employment first.

If a spouse has been an employee of the district for at least one year before the other spouse joins the governing board, then the other spouse may be elected or appointed to serve on the governing board. Even if the employee-spouse meets this requirement, the board will not be able to take action affecting the spouse's employment status. For example, the employee-spouse could not be promoted, changed from a temporary to a regular employee, or have his or her position selectively reclassified while the other spouse is a board member. Furthermore, under the Political Reform Act (Government Code section 87100 et seq.), the board-member spouse would have to abstain from any discussion or participation in any decision that would uniquely affect the employee-spouse.

**4. Are there term limits for school board members?**

There can be, but only if the voters choose to impose them. Education Code section 35107, subdivision (c) provides as follows (emphasis added):

Notwithstanding any other provision of law, the governing board of a school district may adopt or the residents of the school district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the school district may serve on the governing board of the school district. Any proposal to limit the number of terms a member of the governing board of the school district may serve on the governing board of the school district shall apply prospectively only *and shall not become operative unless it is submitted to the electors of the school district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.*

Therefore, unless action is taken as set forth in section 35107, subdivision (c), term limits do not apply to school district governing boards.



**5. May a school board member hold another political office?**

The answer depends on whether the other public office has “potentially overlapping public duties” with the school board position. Where there is potential for overlapping duties the common law doctrine of “incompatible” offices prevents one person from holding both offices. By way of example, a board member of a “feeder” elementary school district cannot at the same time also serve as a board member of that elementary district’s high school district. (See 68 Ops.Cal.Atty.Gen. 171 (1985).)

In 2005, the Legislature adopted Government Code section 1099, thereby codifying the common law rule. Section 1099 prohibits holding incompatible offices much like the common law rule. Prior attorney general’s opinions and judicial interpretation of the common law rule will continue to aid in the application of the new statute.

**Term of Office**

Note: The responses set forth below may not apply to school district elections that are subject to the provisions of a city charter. Districts governed by a city charter should always review the charter to determine whether it governs the district’s elections.

**6. When does the term of office begin?**

For K-12 board members elected in odd-numbered years,<sup>1</sup> Education Code section 5000 provides as follows (emphasis added):

After the initial election of governing board members in any school district or community college district, a governing board member election shall be held biennially on the first Tuesday after the first Monday in November of each succeeding odd-numbered year to fill the offices of members *whose terms expire on the first Friday in December next succeeding the election*. Except as provided in this chapter, or in Chapter 2 (commencing with Section 5200), the elections shall be held and conducted in accordance with Chapter 3 (commencing with Section 5300).

Similarly, for board members elected in even-numbered years, Education Code section 5017 provides as follows (emphasis added):

Each person elected at a regular biennial governing board member election shall hold office for a term of four years *commencing on the second Friday in December next succeeding his or her election*. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

<sup>1</sup> See the discussion in the analysis section above. The Legislature was apparently confident that AB 415 has forced all school entities to switch from odd-year to even-year elections. This can be inferred because new legislation only requires those entities that hold elections in even-numbered years to switch the start date for terms of office to the second Friday in December. The start date for entities that hold elections in odd-numbered years has not been changed.

Finally, Elections Code section 10554 provides as follows (emphasis added):

Elective officers, elected or appointed pursuant to this part, take office *at noon* on the first Friday in December next following the general district election. Prior to taking office, each elective officer shall take the official oath and execute any bond required by the principal act.

Because Education Code section 5300 provides that provisions of the Elections Code apply to school district elections “except as otherwise provided in the code” it appears that the 2018 amendments to sections 1007 and 5017 about the terms of office commencing on the second Friday in December will take precedence over Elections Code section 10554 beginning in 2019, because the amendments to those statutes will make them the more specific statutes with respect to when each elected trustee’s term commences.

**7. Is there a different rule for when the term of office begins for County Boards of Education?**

Yes. Education Code section 1007, subdivision (a) provides: “Members [of county boards of education] elected at the time of the direct primary shall take office on the first day of July, and members elected at the date on which members of school district governing boards are elected shall take office on the second Friday in December subsequent to their election.” *Thus, the first day of the term of incoming board members who were elected in June is July 1, 2019 and for those elected in November, their first day is December 13, 2019.*

The organizational meeting for County Board trustees is either the first meeting on or after the first day in July (for those elected at the June primary) or the second Friday in December (for those elected in November).

Awaiting the organizational meeting is done purely for ceremonial reasons, however, and has no legal effect on the true first day in office of the incoming member (or the last day of office of the outgoing member). Some board members choose to be sworn in privately (e.g., by a notary public) before the organizational meeting. In addition, these statutes permit a district to adopt a local rule of procedure to hold the organizational meeting on a different date, so check your local rules to see if they prescribe a different date.

**Oath of Office**

**8. Is it necessary for a board member to take an “oath of office”?**

Yes. Government Code section 1360 provides as follows:

Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX<sup>2</sup> of the Constitution of California.

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<sup>2</sup> That is, “Article 20.”

Failure to take the oath of office and file a bond as required by law is one way in which a public office becomes vacant, as provided in Government Code section 1770, subdivision (i).

**9. Who can administer the oath of office to a newly elected/appointed board member?**

Any person listed in Education Code section 60 or Government Code section 1362 may administer the oath to a newly elected/appointed board member.

Education Code section 60 provides as follows:

The Superintendent of Public Instruction, Deputy and Assistant Superintendents of Public Instruction, secretary of the Superintendent of Public Instruction, members of the Board of Governors of the California Community Colleges, the Chancellor of the California Community Colleges, county superintendents of schools, school trustees, members of boards of education, secretaries and assistant secretaries of boards of education, city superintendents of schools, district superintendents of schools, assistant superintendents of schools, deputy superintendents of schools, principals of schools, and every other officer charged with the performance of duties under the provisions of this code may administer and certify oaths relating to officers or official matters concerning public schools.

Government Code section 1362 provides as follows:

Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths.

This is a very broad provision—"any officer authorized to administer oaths." It includes judges, virtually all elected officials, notaries public, and numerous county and state officers.

**10. What happens if the elected/appointed officer fails or refuses to take the oath of office?**

Education Code section 5017 provides, in pertinent part, as follows:

. . . Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

In addition, Government Code section 1302 provides as follows:

Every officer whose term has expired shall continue to discharge the duties of his office until his successor has qualified.

Thus, if an elected or appointed official fails or refuses to take the oath of office, the outgoing board member can continue to discharge the duties of office until a new member qualifies. Conversely, if the office becomes vacant, then the position remains vacant until filled by a qualified candidate, either by appointment or election depending on the procedure to be followed.<sup>3</sup>

- 11. When may the oath be taken by a newly elected/appointed school board member?**  
Elections Code section 10554 provides as follows (emphasis added):

Elective officers, elected or appointed pursuant to this part, take office at noon on the first Friday in December next following the general district election. *Prior to taking office*, each elective officer shall take the official oath and execute any bond required by the principal act. (Emphasis added.)

Thus, the oath of office may be administered at any time after the election results are certified by the county clerk. This is typically done at the district's organizational meeting, but once elected, a new board member can choose to be sworn in earlier, as discussed above.

- 12. How long does the county clerk have to certify the election results?**  
Elections Code section 15372 provides as follows:

The elections official shall prepare a certified statement of the results of the election and submit it to the governing body within 28 days of the election or, in the case of school district, community college district, county board of education, or special district elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, no later than the last Monday before the last Friday of that month.

Elections Code sections 15400 and 15401 provides as follows:

The governing body shall declare elected or nominated to each office voted on at each election under its jurisdiction the person having the highest number of votes for that office, or who was elected or nominated under the exceptions noted in Section 15452. The governing board shall also declare the results of each election under its jurisdiction as to each measure voted on at the election.

The elections official shall make out and deliver to each person elected or nominated, as declared by the governing body, a certificate of election or nomination, signed and authenticated by the elections official.

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<sup>3</sup> As discussed below, district boards can sometimes make an appointment within 60 days of a vacancy. In other cases, if the vacancy occurs too close to a scheduled election or the end of a member's term, the vacancy must await an upcoming regular election or a special election.

**13. What are the rules with respect to the annual organizational meeting?**

Education Code section 35143 provides as follows:

The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He shall notify in writing all members and members-elect of the date and time.

At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.

At the annual meeting each city board of education shall organize by electing a president from its members.

At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members clerk of the district.

As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations which shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote

of all members of the city board of education.

Note that, as discussed in section 7 above, section 35143 permits a district, by local rule, to choose a different date for its organizational meeting.

**14. At the organizational meeting which board members (e.g., outgoing or incoming) convene the meeting?**

Where the oath of office is administered at the organizational meeting, the outgoing board may convene the meeting, the oath(s) may be administered, and then the board with new members seated would complete the remainder of the agenda. If a new member or members have taken the oath of office prior to the organizational meeting, the meeting should convene with any previously-sworn members sitting with the board.

**Brown Act**

**15. Does the Brown Act apply to newly elected members before they take office?**

Yes. Government Code section 54952.1 provides as follows:

Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

We believe the reference to “elected to serve” applies once the county clerk has certified the election results (See Elections Code sections 15372, 15400 and 15401, set forth above.)

**Board Member Resignation**

**16. May a school board member resign from his/her office?**

Yes. Government Code section 1770, subdivision (c) provides that “[a]n office becomes vacant . . . [upon the incumbent’s] resignation.”

**17. How does a school board member resign?**

Education Code section 5090 provides that “a vacancy resulting from resignation occurs when the written resignation is filed with the county superintendent of schools . . .”

**18. Is it necessary for the school board to take action to accept a member’s resignation?**

No. As noted above the resignation is effective upon the county superintendent of schools’ receipt of the written resignation.

Some governing board meetings do have public agenda items to “accept” a member’s resignation. This is usually done for purposes of creating an occasion to honor a departing board member and is purely ceremonial with no legal significance.

**19. May a board member rescind a written resignation once it is filed with the county superintendent of schools?**

No. Education Code section 5090 provides that a “written resignation. . . shall, upon

being filed with the county superintendent of schools be irrevocable.”

**20. What constitutes “filing” a resignation with the county superintendent?**

A resignation is filed with the county superintendent upon physical receipt by the county superintendent’s office of a writing indicating a resignation.

**21. May a board member defer the effective date of a resignation?**

Yes. Education Code section 5090 provides that a board member’s written resignation may indicate a “deferred effective date.” Section 5091 provides further that the resignation may not be deferred “for more than 60 days after he or she files the resignation with the county superintendent of schools.”

**22. Would an e-mail or facsimile transmission constitute a written resignation?**

Probably not. The law applicable to resignations has not been amended to provide for electronic or facsimile substitution for written resignations.

**23. What is the effective date of a resignation?**

Unless the resignation contains a “deferral” date, the effective date of a written resignation is the date it is actually received by the county superintendent’s office.

**24. Are there any limits on the role of a board member who files with the county superintendent a written resignation with a deferred effective date?**

Yes. Education Code section 35178 provides as follows (emphasis added):

A member of the governing board of a school district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, *except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.*

**Note:** This prohibition applies only to the actual vote and does not appear to preclude the member whose resignation is pending from participating in the selection process or board discussion of who to appoint.

**25. What does a school board need to do after learning of a resignation from one of its members?**

Education Code section 5091 provides that the governing board “shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy.”

**Note:** The 60 days starts to run when the resignation is received by the county superintendent even if the resignation contains a deferred effective date.

The governing board must also make sure that the person provisionally appointed to the position is “qualified” under Education Code section 35107 as discussed in more detail

above.

**26. May the board meet in closed session to develop questions or interview candidates?**

No. Under the Brown Act, all aspects of making a provisional appointment must be done in public session, except where the board appoints an advisory ad hoc committee of less than a quorum of board members and no other members. If an advisory ad hoc committee is appointed it may assist in screening or evaluating applications and preparing interview questions, but may not make any final decisions for the board. (See Government Code section 54952, subdivision (b).)

The provisional appointment must be put on the public session agenda and the full Board must take action to approve the appointment.

**27. Once the board makes a provisional appointment to fill a vacancy, what happens next?**

Education Code section 5092 provides as follows:

Whenever a provisional appointment is made to the governing board of a school district pursuant to Section 5091, the board shall, within 10 days of the provisional appointment of a person to fill a vacancy which occurs or will occur, post notices of both the actual vacancy or the filing of a deferred resignation and also the provisional appointment in three public places in the district and shall publish a notice pursuant to Section 6061 of the Government Code. If there is no newspaper of general circulation published in the district, notice need not be published.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. The notice shall also contain the full name of the provisional appointee to the board and the date of his appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

Thus, the residents of the district whose board has appointed a provisional board member can petition to force a special election—although in practical terms, this rarely happens.

**28. What happens if vacancies occur in a majority or more of the board seats at the same time?**

Education Code section 5094 provides as follows:

If for any reason vacancies should occur in a majority of the offices on any school district or community college district governing board, the president of the county board of education having jurisdiction may appoint members of the county board of education to the district governing board until new members of the governing board are elected or appointed.



**Note:** At the discretion of the president of the county board of education, appointments may be made in one or more of the vacant positions. In other words, the county board president is not limited to making appointments only sufficient to create a quorum on the district board. Thus, on a five person board with 3 vacancies, the county board president may designate up to 3 members of the county board of education to serve as district board members. Once appointed, the county board members continue to serve as district board members until new members “are elected or appointed.”

**29. May a district board reappoint the same person who resigned from the seat that is vacant?**

No. Government Code section 1752, subdivision (a) provides, in pertinent part, as follows:

... no person elected or appointed to the governing body of any city, county, or district having an elected governing body, shall be appointed to fill any vacancy on that governing body *during the term for which he or she was elected or appointed* (emphasis added).

Please note: This provision also prohibits a board member with a “short” term from resigning and being appointed to a vacant “long” term.

**30. If the district chooses to call for written applications from candidates who wish to be considered for appointment, are the submitted applications public records?**

Yes. Under the Public Records Act (Govt. Code section 6250 et seq.) copies of any applications for a board vacancy that are received by the district must be made available for public inspection and copies provided upon request.

**Note:** Because the applications become public records, we recommend that prospective candidates be so-informed before they submit an application.

**31. If the board chooses to interview candidates one at a time before making an appointment do all candidates have a right to be present?**

Under the Brown Act all persons—including candidates for a board appointment—have a right to attend all public sessions of the board.

At the same time the board may request (but not require) the other candidates to remain outside the meeting room until after they are interviewed.

Our experience has been that most candidates honor the request, as they understand the essential fairness of the request, and that the refusal to do so may have an impact on the remaining board members’ willingness to appoint a candidate who refuses to cooperate.

**32. If everything must be done in public session, how does the board develop questions that will not be known in advance by the candidates?**

Good question! The Brown Act simply does not provide a ready response to this question. We have recommended against using email (or other private communications)



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among board members to reach a board decision on what questions to ask the candidates.

It is recommended that individual board members submit proposed questions to the board president, who will compile a composite question list. The board can also have such questions referred to an executive officer, such as the superintendent, who can undertake the task of compiling such questions, perhaps in concert with a single board member or an ad hoc committee of the board.

Please contact our office with questions regarding this Legal Update or any other legal matter.

*The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.*

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Kashia School District  
Minutes  
Board Meeting, November 13, 2019

1. Meeting called to order at 4: 22 by Board President Charlene Pinola  
Roll Call: Trustee Glenda Antone, Trustee Charlene Pinola  
Absent: Maxine Barboza  
Staff: Patti Pomplin  
Community: None
2. Approval of Agenda: Moved by Trustee Antone, seconded by Trustee Pinola to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication – None
5. Consent Agenda  
Moved by Trustee Antone, seconded by Trustee Pinola to approve the consent agenda as presented.
  - 5.1 Approved Minutes from October 16, 2019
  - 5.2 Approved Warrants from October 2019
6. Reports and Communications
  - 6.1 Governing Board – None
  - 6.2 Superintendent – None
  - 6.3 Aide – None
  - 6.4 Business Manager – thanked Char for board services and expressed condolences for Lorraine – will be taking days off during holiday break
  - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
  - 7.1 First Reading Board Policies
    - BP 3270 Sale & Disposal of Books, Equipment & Supplies
    - AR 3270 Sale & Disposal of Books, Equipment & Supplies
    - BP 3314 Payment for Goods & Services
    - AR 3314 Payment for Goods & Services
    - BP 3320 Claims & Actions Against the District
    - AR 3320 Claims & Actions Against the District
    - E 3320 Claims & Actions Against the District
    - BP 3350 Travel Expenses
    - BP 3400 Management of District Assets/Accounts
    - AR 3400 Management of District Assets/Accounts
    - BP 3515.2 Disruptions
    - AR 3515.2 Disruptions
  - 7.2 Review School Safety Plan
    - Need help from superintendent, current staff and community members to make this a usable document.

8. Items Scheduled for Discussion and Action

Approval J13a for October 10 & 25 to November 1 due to Air Quality and PG&E Outage

Moved by Trustee Antone, seconded by Trustee Pinola and approved by a unanimous vote to approve the J13a for submittal to SCOE and the State.

8.1 Approve Updated 2019-20 Master Calendar Revision for Power Outage on October 9, 2019

Moved by Trustee Antone, seconded by Trustee Pinola and passed unanimously to approve the change to the 2019-20 school calendar to use one of the built in emergency days for the power outage on October 9, 2019 which happened due to a PG&E planned power outage.

8.2 Approve Facilities Inspection Tool

Moved by Trustee Antone, seconded by Trustee Pinola and passed unanimously to approve the Facilities Inspection Tool as presented and to pursue a discussion on updating the playground and the materials under the equipment.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Audit for 2018-19

9.3 1<sup>st</sup> Interim

9.4 Nomination for and Election of, School Board President

9.5 Nomination for and Election of, School Board Clerk

9.6 Nomination for and Election of, Voting Delegate and Alternative Voting Delegate to vote in elections of the Sonoma County Committee on School District Organization

9.7 Board Member signatures for the Sonoma County Superintendent of Schools

9.8 Approve Frances Johnson as Secretary of the Board

9.9 Determination and approval of the 2020 regular Board meeting dates and times

9.10 School Safety Plan

9.11 Playground Equipment/Materials

10. Meeting Adjourned at 4: 57

Next Meeting

Regular Board Meeting, Wednesday, December 11, 2019 4: 00 p.m.

Respectfully submitted: Patti Pomplin

Signed: \_\_\_\_\_  
Glenda Antone, Clerk

## Checks Dated 11/01/2019 through 11/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1752567	11/08/2019	Employment Development Dept.	01-3501	942-0527-5		271.25
1752568	11/08/2019	Gualala Supermarket	01-4310	classroom supplies		144.65
1752569	11/08/2019	Healdsburg Lumber Co	01-4353	locks,keys,hasp		156.18
1752570	11/08/2019	Independent Coast Observer	01-5825	ad 3558122		151.40
1752571	11/08/2019	Pacific Gas & Electric	01-5520	28343238771	141.78	
				94383733055	56.31	
1752572	11/08/2019	Gene Parrish	01-5200	week of nov 18 to nov 22		198.09
1752573	11/08/2019	SCOE-Legal Services	01-5823	march 2019 legal	442.00	319.10
				may 2019 legal	52.00	494.00
1752574	11/08/2019	Tom's Plumbing	01-5800	water leak		1,609.47
1752575	11/08/2019	Wells Fargo Vendor Fin Serv	01-5632	3000927141		139.65
1752576	11/08/2019	Wex Bank	01-4362	gas 0496-00-551268-6		57.32
1753948	11/15/2019	Robin Iversen	01-5800	custodial	229.50	
			01-5806	rsp classroom assist	405.00	634.50
1753949	11/15/2019	Joseph Swain	01-4310	parent book		21.56
1753950	11/15/2019	Kashia Utilities District	01-5530	kud67938		54.43
1753951	11/15/2019	Linda Mahoney	01-5200	pick up lunches in Jenner		36.54
1753952	11/15/2019	Coleen McCloud	01-5200	10/7 to 11/4 lunch pick up	146.16	
			01-5800	van	162.00	308.16
1753953	11/15/2019	Gene Parrish	01-5200	Week of Dec 2 to Dec 6		319.10
1753954	11/15/2019	Robert Sibley	01-4353	tape/toilet brush		19.40
1753955	11/15/2019	Rosalee Davis	01-5800	lunch	13.50	
			01-5806	parent assist	108.00	121.50
1756045	11/22/2019	Amerigas	01-5800	trailer tank	371.96	
				twin stage reg school tank	436.90	808.86
1756046	11/22/2019	Robin Iversen	01-5800	cust 11-20 to 11-22	121.50	
			01-5806	parent assist 11/18-11/30	182.25	303.75
1756047	11/22/2019	Frances Johnson	01-4700	thanksgiving		65.18
1756048	11/22/2019	Coleen McCloud	01-5200	mileage for meals	92.22	
			01-5800	pick up lunches 11/11 to 11/30	81.00	254.22
			01-5806	parent assist	81.00	101.52
1756049	11/22/2019	Patti Pomplin	01-4353	drop cloths		30.54
1756050	11/22/2019	Ray Morgan Company	01-5632	CN12372-02		
1756051	11/22/2019	The Genesis Group Inc	01-5807	11/12-11/15	1,565.00	
				11/4-11/08	805.00	2,370.00
Total Number of Checks					25	8,990.37

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.

ESCAPE ONLINE

Page 1 of 2

## Checks Dated 11/01/2019 through 11/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	8,990.37
Total Number of Checks		25	8,990.37
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			8,990.37

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), Dec 4 2019 6:37AM

# **Kashia ESD**

## **Board Policy**

### **Sale And Disposal Of Books, Equipment And Supplies**

BP 3270

#### **Business and Noninstructional Operations**

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent/Principal or designee shall identify these items to the Board of Trustees, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent/Principal or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent/Principal or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

#### **Legal Reference:**

##### **EDUCATION CODE**

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds  
60530 Methods of destruction  
GOVERNMENT CODE  
25505 District property; disposition; proceeds  
UNITED STATES CODE, TITLE 40  
484 Surplus property  
CODE OF FEDERAL REGULATIONS, TITLE 34  
80.32 Equipment acquired under a grant or subgrant

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: January 15, 2020 Stewarts Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **Sale And Disposal Of Books, Equipment And Supplies**

AR 3270

#### **Business and Noninstructional Operations**

The Board of Trustees may dispose of personal property belonging to the district by any of the following methods:

1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)
2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)

Notice for bids shall be posted in at least three public places in the district for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, published within the district. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent/Principal or designee. (Education Code 17546)

3. The Board may authorize the sale of the property by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)

4. Without advertising for bids, the Board may sell the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing and handling. (Education Code 17540)

5. Without advertising for bids, the Board may sell or lease the property to agencies of federal, state or local government or to any other school district. In such cases, the price and terms of the sale or lease shall be fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

6. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any Board of Trustees, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes. (Education Code 60510)

Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price
2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice

(cf. 9323.2 - Actions by the Board)

#### School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.
4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: January 15, 2020 Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Payment For Goods And Services**

BP 3314

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent/Principal or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314.2 - Revolving Funds)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 9320 - Meetings and Notices)

The Superintendent/Principal or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

(cf. 9320 - Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

#### **Legal Reference:**

##### **EDUCATION CODE**

17605 Delegation of authority for purchases

42630-42651 Orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

##### **CODE OF CIVIL PROCEDURE**

685.010 Rate of interest

##### **GOVERNMENT CODE**

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity  
PUBLIC CONTRACT CODE  
7107 Retention proceeds; withholding; disbursement  
9203 Payment for projects costing over \$5000  
20104.50 Timely progress payments  
CODE OF REGULATIONS, TITLE 2  
22000-22005 Digital signatures

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

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

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: January 15, 2020 Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Payment For Goods And Services**

AR 3314

#### **Business and Noninstructional Operations**

##### **Payments to Contractors**

The district shall make payment on any contract for the creation, construction, alteration, repair, or improvement of any public structure, building, or other improvement of any kind which costs over \$5,000 based on estimates of actual work completed that have been approved by the Board of Trustees. The district shall not make progress payments in excess of 95 percent of the actual work completed and may include 95 percent of the value of material delivered or stored but as yet unused. The district shall withhold at least five percent of the contract price until the final completion and acceptance of the project. However, any time after 50 percent of the work has been completed, the Board may make any of the remaining progress payments in full for actual work completed if the Board finds that satisfactory progress is being made. (Public Contract Code 9203)

The Superintendent/Principal or designee shall ensure that requests for progress payments related to contracts for public works are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

(cf. 3312 - Contracts)

Retention proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: January 15, 2020 Stewarts Point, California



# **Kashia ESD**

## **Board Policy**

### **Claims And Actions Against The District**

BP 3320

#### **Business and Noninstructional Operations**

The Board of Trustees intends that the district's operations minimize risk, protect district resources, and promote the safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or excepted by Government Code 905 shall be presented consistent with the manner and time limitations in the Government Claims Act, unless a procedure for processing such claims is otherwise provided by state or federal law. Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4.

The Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

#### **Roster of Public Agencies**

The Superintendent/Principal or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board. (Government Code 53051)

#### **Legal Reference:**

##### **EDUCATION CODE**

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: January 15, 2020 Stewarts Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **Claims And Actions Against The District**

AR 3320

#### **Business and Noninstructional Operations**

##### **Time Limitations**

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above, including claims for damages to real property, shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)

##### **Late Claims**

Any person presenting a claim under item #1 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 is filed late and is not accompanied by an application to file a late claim, the Board or Superintendent shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The Board or Superintendent shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board or Superintendent provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board or Superintendent shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.

3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.8. (Government Code 911.8)

If the Board or Superintendent does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

#### Delivery of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government, in a sealed envelope properly addressed to the district office with postage paid or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

#### Claim Form

Claims shall be submitted on the district claim form. The Board or Superintendent may return a claim not using the district's claim form and the claim may be resubmitted using the district's form. (Government Code 910.4)

#### Notice of Claim Insufficiency

The Superintendent shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the Board or Superintendent may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim or application, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

The Superintendent or Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

#### Amendment to Claims

Claims may be amended within the time limits provided under the section entitled "Time Limitations" above or prior to final action by the Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

#### Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not been commenced or barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.

If the Board allows the claim in whole, or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent/Principal or designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: January 15, 2020 Stewarts Point, California



# Kashia ESD

## Exhibit

### Claims And Actions Against The District

E 3320

### Business and Noninstructional Operations

#### CLAIM FORM AGAINST KASHIA ELEMENTARY SCHOOL DISTRICT

Government Code Sections 910 and 910.2

Name of Claimant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Date the injury/damage occurred: \_\_\_\_\_

Place the injury/damage occurred: \_\_\_\_\_

Describe how and under what circumstances the injury/damage occurred: \_\_\_\_\_

What particular action by the district and/or its employees caused the alleged damage or injury:  
(List employee name(s), if known): \_\_\_\_\_

State the amount of the claim if it is less than \$10,000: \$ \_\_\_\_\_

Include the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time this claim is presented and list the basis for the computation of the amount claimed:

If the dollar amount is more than \$10,000, no dollar amount shall be stated but please indicate whether the claim is a limited civil claim (total dollar amount less than \$25,000):

Limited Civil Case: Yes \_\_\_\_\_ No \_\_\_\_\_

Names, addresses and phone numbers of any witnesses, doctors, and hospitals: \_\_\_\_\_

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Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury. Penal Code 72 provides that a person who files such a claim may be guilty of a felony punishable by imprisonment and by a fine not exceeding \$10,000.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020    Stewarts Point, California

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Exhibit 2

3320

## CLAIMS AND ACTIONS AGAINST THE DISTRICT

### NOTICE OF FAILURE TO USE DISTRICT'S CLAIM FORM

Government Code Section 910.4

TO: [Claimant]  
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent/Principal or designee on [date] is being returned because it was not presented on the district's claim form as required by Government Code Section 910.4 and in accordance with Board policy and administrative regulation. Because the claim was not presented on the district's form, no action was taken on the claim.

You may resubmit your claim using the district's claim form, which may be obtained at the district office. Note that your claim must still comply with the time limits in the Government Code specified for filing of such claims. For further information, call 707-886-5322.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020    Stewarts Point, California

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Exhibit 3

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF INSUFFICIENCY  
Government Code Section 910.8

TO: [Claimant]  
[Address]

RE: Claim Filed [date]

The claim presented by you on [date] fails to comply substantially with the requirements of Government Code Sections 910 and 910.2 or with the requirements of the district's claim form provided under Government Code Section 910.4. Specifically, your claim is insufficient because of the following defects or omissions:

Therefore, the claim is being returned to you without further action or consideration. If you wish to pursue this further, you should consult the Government Code or legal counsel.

The Board of Trustees will not take any action on the claim for a period of fifteen (15) days from the date of this notice.

Dated:

Signature

Typed Title of Officer

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020 Stewarts Point, California

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Exhibit 4

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF FAILURE TO FILE IN A TIMELY MANNER

Government Code Section 911.3

TO: [Claimant]  
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent/Principal or designee on [date] is being returned because it was not presented within six months after the event or occurrence as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to Kashia Elementary School District for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020 Stewarts Point, California

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Exhibit 5

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

DENIAL OF APPLICATION TO FILE A LATE CLAIM

Government Code Section 911.8

TO: [Claimant]  
[Address]

RE: Claim Filed [date]

Your application to file a late claim presented on [date] has been denied. The Board of Trustees has determined that your claim does not satisfy one of the four conditions listed in Government Code Section 911.6.

WARNING

If you wish to file a court action on this matter, you must first petition the appropriate court for an order relieving you from the provisions of Government Code Section 945.4 (claims presentation requirement). See Government Code Section 946.6. Such petition must be filed with the court within six (6) months from the date your application for leave to present a late claim was denied.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020 Stewarts Point, California

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Exhibit 6

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF ACTION TAKEN ON CLAIM

Government Code Section 913

Dear :

Notice is hereby given that the claim you presented to the Kashia Elementary School District on [date] was [rejected, allowed, allowed in the amount of \$ and rejected to the balance, rejected by operation of law or other appropriate language, whichever is applicable] on [date of action or rejection by operation of law].

WARNING

Subject to certain exceptions, you have only six (6) months from the date this letter was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Dated:

Signature

Printed Name and Title of Officer

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT  
version: January 15, 2020 Stewarts Point, California



# **Kashia ESD**

## **Board Policy**

### **Travel Expenses**

BP 3350

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent/Principal or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent/Principal or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent/Principal or designee prior to traveling. The Superintendent/Principal or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent/Principal or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent/Principal or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent/Principal or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent/Principal or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent/Principal or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent/Principal or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent/Principal or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall

submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: January 15, 2020 Stewarts Point, California





# **Kashia ESD**

## **Board Policy**

### **Management Of District Assets/Accounts**

BP 3400

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent/Principal or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314 - Payment for Goods and Services)

(cf. 3460 - Financial Reports and Accountability)

#### **Capital Assets**

The Superintendent/Principal or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent/Principal or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

(cf. 3440 - Inventories)

#### **Internal Controls/Fraud Prevention**

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent/Principal or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the

Superintendent/Principal or designee. In addition, the Superintendent/Principal or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

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

The Superintendent/Principal or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent/Principal or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42604 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education, School Finance: <http://www.cde.ca.gov/fg>

California State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis & Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: January 15, 2020 Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Management Of District Assets/Accounts**

AR 3400

#### **Business and Noninstructional Operations**

##### Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent/Principal or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

(cf. 3110 - Transfer of Funds)

##### Fraud Prevention and Investigation

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

7. Disclosing investment activities engaged in or contemplated by the district

(cf. 3430 - Investing)

8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or

equipment

10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Superintendent/Principal or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent/Principal or designee shall issue a report to appropriate personnel and to the Board of Trustees. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

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

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: January 15, 2020 Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Disruptions**

BP 3515.2

#### **Business and Noninstructional Operations**

In order to help maintain an educational environment that provides for student safety, the Board of Trustees is committed to keeping the school free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent/Principal or designee shall provide for the prompt removal of any individual from school grounds who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or threatens to cause property damage in accordance with law, Board policy, or administrative regulation.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5131.4 - Student Disturbances)

The Superintendent/Principal or designee shall establish a plan describing actions to be taken, including staff responsibilities, when an individual is causing a disruption. In developing such a plan, the Superintendent/Principal or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention in the event of a disruption.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District Police/Security Department)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy or administrative regulation. Staff who believe that a disruption may occur shall immediately contact the Superintendent/Principal or designee.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

#### **Gun Free School Zone**

Possession of unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1,000 feet of school grounds without the written permission of school authorities. (Penal Code 626.9, 626.10)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting, misdemeanor  
32211 Threatened disruption or interference with classes; misdemeanor  
35160 Authority of governing boards  
44810 Willful interference with classroom conduct  
44811 Disruption of classwork or extracurricular activities  
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property  
415.5 Disturbance of peace of school  
626-626.11 Schools, crimes, especially:  
626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions  
626.8 Disruptive presence at schools  
626.81 Misdemeanor for registered sex offender to come onto school grounds  
626.9 Gun Free School Zone Act  
627-627.10 Access to school premises  
653b Loitering about schools or public places

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652  
In Re Joseph F., (2000) 85 Cal.App.4th 975  
In Re Jimi A., (1989) 209 Cal. App.3d 482  
In Re Oscar R., (1984) 161 Cal. App 3d 770

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 58 (1996)

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

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

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: January 15, 2020   Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Disruptions**

AR 3515.2

#### **Business and Noninstructional Operations**

The Superintendent/Principal or designee may direct a person to leave school grounds when there is a reasonable basis for concluding that the person is committing, or has entered campus with the purpose of committing, an act that is likely to interfere with the peaceful conduct, discipline, good order, or administration of school activities or with the intent to inflict damage on any person or property. He/she may also ask a person to leave who uses loud and/or offensive language which could provoke a violent reaction or a person who has otherwise established a continued pattern of unauthorized entry on school grounds. This shall not apply if that person is a student, school employee, or other person required by his employment to be on school grounds. (Education Code 44810, 44811; Penal Code 415.5, 626.7, 626.8)

The Superintendent/Principal or designee may also direct a specified drug offender to leave school grounds, unless that person is a student at the school, a parent/guardian of a child attending the school, or he/she has prior written permission for entry from the Superintendent/Principal or designee. (Penal Code 626.85)

When directing any person to leave school premises, the Superintendent/Principal or designee shall inform the person that he/she will be guilty of a crime if he/she:

1. Remains after being directed to leave (Education Code 44811; Penal Code 626.8)
2. Returns to the campus without following the school's posted registration requirements (Penal Code 626.7)
3. Returns within seven days after being directed to leave (Penal Code 626.8, 626.85)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1250 - Visitors/Outsiders)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 4158/4258/4358 - Employee Security)  
(cf. 5131.4 - Student Disturbances)

The Superintendent/Principal or designee may direct a person who is required to register as a sex offender to immediately leave school grounds, unless he/she is on school grounds for lawful business or with the Superintendent's permission. If such a person does not leave school grounds, the Superintendent/Principal or designee shall inform the person that he/she may be guilty of a crime.

(cf. 3515.5 - Sex Offender Notification)

The Superintendent/Principal or designee shall notify law enforcement as appropriate.

#### Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent/Principal or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the person making the appeal, the Superintendent/Principal or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent/Principal or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent/Principal or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: January 15, 2020 Stewarts Point, California



Kashia Elementary  
School District

**Comprehensive School Safety Plan**  
**March 2017 – June, 2020**

Members of the Governing Board

Charlene Pinola, President  
Glenda Antone, Clerk  
Maxine Barboza

Members of the Safety Committee

Joseph Swain, Aide/Teacher  
Frances Johnson, Superintendent/ Principal  
Coleen McCloud, Parent Teacher Organization  
Sea Ranch Fire Protection Department  
Sonoma County Sheriff  
Kashia Tribal Council

## Kashia Elementary School District

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Goals for Desired Change	
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Dress Code Policy	
Hate Crime Policy and Procedures	
Safe Ingress and Egress & Visitors Policy	
Safe & Orderly Environment Conducive to Learning	
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General Emergency Procedures	
Emergency Operations Organizational Chart	
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Emergency Report Forms	
Emergency Supply Locations and Lists	
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### Kashia Elementary School District

Kashia School is a kindergarten through eighth grade elementary school district. The rural, one school district is located in the northwest corner of Sonoma County. The district is one of the smallest, sitting in the middle of Horicon School District on Tribal land. Kashia has a population of 19 students. The original one room schoolhouse is still located on an adjacent property, and operates as a museum.

There is one part time classroom aide, with two part time assistants who perform lunch, custodial and recess duties. District personnel consists of a Principal/Superintendent/acting teacher hired from SCOE, a supplemental Business Manager, a supplemental cultural studies and intervention assistant.

### **District Safety Vision:**

A safe school is a place where learning can occur in a welcoming environment free of intimidation, violence and fear. Kashia Elementary School district is dedicated to providing a safe environment for children so they can focus on learning and growing.

### **District Safety Mission**

Kashia Elementary School District is committed to the safety and security of students, staff, and visitors within Kashia School facilities. Professional development and collaborative partnerships are necessary to the success of the safety plan and emergency management efforts that include prevention, preparedness, response, and recovery procedures relevant to potential natural and human caused crisis.

### **Safe School Planning**

Safe School planning is a partnership that includes a working relationship with local emergency responders, community members, parents and students. A safe school plan is a dynamic process that is comprehensive, evaluative and constantly evolving. The Kashia Elementary School District Comprehensive School Safety Plan will be reviewed, evaluated, and amended as needed each school year by the Parent Teacher Organization and the Board of Trustees. If there are any significant changes, the revised plan will be placed on the February regular meeting of the Board of Trustees for public hearing to allow public input before it is readopted.

### **Our Goals**

This Comprehensive School Safety plan has several overarching goals. They are as follows:

- To help our Kashia community create a school atmosphere that is safe, respectful, fair, and conducive to learning.
- To prepare ourselves to respond calmly and competently to any possible disaster, keeping foremost always the safety and well-being of students and staff.
- To comply fully with all requirements of the California Education Code.

To further these goals, this plan has been prepared in conformance with the provisions of California Education Code #32282 and all relevant Kashia Elementary School District Board and Administrative Policies.

### **Rights**

“All students and staff of primary, elementary, junior high, and high schools have an inalienable right to attend campuses which are safe, secure, and peaceful.”

*California Constitution, Article 1, and Section 28(c): Right to Safe Schools*

**Data Analysis**

Data Source	2017-18	2018-19
California Health Kids Survey		
Suspensions	X	X
Office Discipline Records	X	X
Attendance Trends	X	X
Community data (parent survey)		

**Conclusions from Data:**

- Healthy Kids Survey was not administered in 2018, percentage of parent permissions was not sufficient.
- Suspensions records in 2018-19 were for 0 students.
- Baseline office referral data kept from 2018-19 had no occurrences.
- Average daily attendance in 2018-19 of the 19 students
- 

Grade	1 <sup>st</sup> Trim	2nd trim			3rd trim	Average
Kinder						1.96
1 <sup>st</sup>						1.24
2 <sup>nd</sup>						1.89
3 <sup>rd</sup>						2.47
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						.74
7 <sup>th</sup>						.33
8 <sup>th</sup>						1.84

Attendance continues to be an issue for Kashia School District

**Conclusions from Parent, Teacher and Student Input:**

Parent surveys were not distributed in the 2018-19 school year.



## Goals, Strategies and Activities for Ensuring a Safe and Orderly Environment

### Component I – People and Programs - Supports and Engagement Violence, Victimization & Substance Use

<b>Goal #1</b> <b>Comprehensive implementation of Second Step Curriculum K-8.</b>
<b>Measurable Objective:</b> By June, 2020, 90% of students will be able to consistently use strategies for solving conflicts, supporting appropriate behavior of peers, calming themselves, taking risks or challenges, as measured by trimester surveys to be completed by yard supervisors or teacher.
<b>Action Steps</b> 1.0 Classroom will conduct Safety lessons each week.
2.0 Playground support with principal observation and coaching at recess.
3.0 Parent Communication and Education of strategies and similar language to be reinforce.

Responsible leads and participants	Frances Johnson, Principal/Superintendent
Completion Date and Budget	By August 2019 Training, collaboration time, coaching (ongoing)
Resources Needed	Instructional funding for curriculum resources. Release time or scheduling for teacher to model lessons
How we will Monitor and evaluate	Monthly check-in at staff/collaboration meetings Observations of lessons Student observation Discipline records evaluated for decreases

### Component II – Place

<b>Goal #1: Playground Improvement</b>
<b>Objective:</b> To post playground hours and supervision guidelines. Monitor grounds maintenance. Paint playground as needed and inspect for damage.
<b>Action Steps</b> 1.0 Phase 1: a. Signs posted in a visible location. b. Custodian/maintenance contracted employees inspect playground and equipment on a weekly basis. c. Superintendent/teacher communicate with parent group about needs and concerns.

## Communication and Evaluation of the Plan

Responsible leads and participants	Frances Johnson, Superintendent/Principal –
Completion Date and Budget	August 2019 \$500 maintenance
Resources Needed	Volunteers, and time
How we will Monitor and evaluate	Monthly facility meetings Monthly board and parent group reporting

Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i>	<b>Date of Public Hearing :</b> <u>June 6, 2019</u>  <b>Site of Public Hearing:</b> <u>Kashia School District, Classroom</u> •	
	The School is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> <li>In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i></li> </ul>	
Review of Progress for Last Year	Name: Frances Johnson	Date: November 14, 2019
Law Enforcement Review	Name:	Date: tbd
Parent Teacher Org	Name: TBD	Date: NA
School Board Approval	Name: Charlene Pinola	Date: November 14, 2019

Method of Evaluation: How was the previous plan monitored?

### What progress was made on Component 1 (People and Programs)?

Resources provided for new teacher. Lessons are currently being taught weekly, as observed and reported by superintendent/principal.

Discipline School –Behavior expectations and discipline consequences reviewed in class at the beginning of the year, and mid year.

### What progress was made on Component 2 (Place / Physical Environment)

For the 2016-17 school year, classroom and bathrooms were painted and reconfigured to make a more positive learning environment. 2017-18 weaving class was introduced to promote cultural pride and education. 2019-20 the classroom was repainted with new carpet installation as well as classroom re-configuration for better learning environment.

Signs have been purchased for playground hours as well as drug and alcohol usage on campus and the consequences of each.

## 1st Interim

	Dollars per ADA	Total Amount
Beginning Fund Balance	\$20,731.75	\$248,781
+ Total Resources	\$33,630.17	\$403,562
- Total Uses	\$34,423.50	\$413,082
Ending Fund Balance	\$19,938.42	\$239,261
Fund Balance Difference	\$793.33-	\$9,520-

Ending Fund Balance Components

October change to End Bal &lt;16,626&gt;

December change &lt;9520&gt;

\$7106

\*

Ending Fund Balance Components	Amount
Nonspendable Assets	0
Restricted	0
Stabilization Arrangements	0
Other Committed	0
Other Assignments	0
Reserve for Economic Uncertainties	69,000
Other Assigned	0

Economic Uncertainties  
100.00%

Adjust: Taxes / State Aid.

Superintendent Services

Teacher Salary

Parent Classroom Assistants

Lunch Pick Up  
RSP Travel  
RSP Services

## Total Expenditure by Function Summary

(as % of Total Expenditure)

Expenditure by Function:	Dollars per ADA	Total Amount
Instruction	16,293.25	195,519
Instruction Related Services	8,410.75	100,929
Pupil Services	779.17	9,350
Ancillary Services	0.00	0
Community Services	0.00	0
Enterprise	0.00	0
General Administration*	4,331.00	51,972
Plant Services	4,609.33	55,312
Other Outgo	0.00	0
<b>Total</b>	<b>\$34,423.50</b>	<b>\$413,082</b>

Instruction  
47.33%

Plant Services  
13.39%

General Administration  
12.58%

Pupil Services  
2.26%

Instruction Related  
24.43%

### \* General Administration Expenditure Breakdown:

Board and Supt. Administration	2,066.58	24,799
Other General Administration	1,889.42	22,673
Centralized Data Processing	375.00	4,500



NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 11, 2019

Signed: \_\_\_\_\_

President of the Governing Board

#### CERTIFICATION OF FINANCIAL CONDITION

##### X POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

##### QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

##### NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Patti Pomplin

Telephone: 707-321-5849

Title: Business Manager

E-mail: ppomplin@kashiaesd.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		

2019-20 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	202,880.00	207,156.00	20,110.03	201,025.00	(6,131.00)	-3.0%
2) Federal Revenue		8100-8299	86,046.00	88,125.00	(1,882.00)	88,125.00	0.00	0.0%
3) Other State Revenue		8300-8599	7,617.00	7,617.00	83.62	7,617.00	0.00	0.0%
4) Other Local Revenue		8600-8799	103,765.00	106,795.00	56,478.43	106,795.00	0.00	0.0%
5) TOTAL, REVENUES			400,308.00	409,693.00	74,790.08	403,562.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	78,039.00	78,039.00	0.00	49,597.00	28,442.00	36.4%
2) Classified Salaries		2000-2999	48,415.00	54,358.00	12,969.14	57,358.00	(3,000.00)	-5.5%
3) Employee Benefits		3000-3999	49,845.00	51,576.00	4,486.26	41,363.00	10,213.00	19.8%
4) Books and Supplies		4000-4999	30,594.00	32,094.00	10,683.88	31,744.00	350.00	1.1%
5) Services and Other Operating Expenditures		5000-5999	190,484.00	185,840.00	39,584.50	208,608.00	(22,768.00)	-12.3%
6) Capital Outlay		6000-6999	0.00	24,412.00	24,411.45	24,412.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			397,377.00	426,319.00	92,135.23	413,082.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,931.00	(16,626.00)	(17,345.15)	(9,520.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

2019-20 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			2,931.00	(16,626.00)	(17,345.15)	(9,520.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	309,315.00	248,781.00		248,781.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			309,315.00	248,781.00		248,781.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			309,315.00	248,781.00		248,781.00		
2) Ending Balance, June 30 (E + F1e)			312,246.00	232,155.00		239,261.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	89,700.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	67,000.00	67,000.00		69,000.00		
Unassigned/Unappropriated Amount		9790	155,546.00	165,155.00		170,261.00		

## Kashia Elementary (70888)

12/11/2019

LCAP Percentage to Increase or Improve Services:  
Summary Supplemental & Concentration Grant

	2013-14	2019-20	2020-21	2021-22	2022-23	2023-24
1. LCFF Target Supplemental & Concentration Grant Funding <i>from Calculator tab</i>		33,932	32,804	33,723	34,789	35,901
2. Prior Year (estimated) Expenditures for Unduplicated Pupils above what was spent on services for all pupils						
3. Difference [1] less [2]						
4. Estimated Additional Supplemental & Concentration Grant Funding [3] * GAP funding rate						
GAP funding rate						
5. Estimated Supplemental and Concentration Grant Funds [2] plus [4] (unless [3]<0 then [1]) (for LCAP entry)		33,932	32,804	33,723	34,789	35,901
6. Base Funding LCFF Phase-In Entitlement less [5], <i>excludes Targeted Instructional Improvement &amp; Transportation</i> LCFF Phase-In Entitlement		166,269	171,082	175,870	181,418	187,220
7/8. Percentage to Increase or Improve Services* [5] / [6] (for LCAP entry)		200,983	204,668	210,375	216,989	223,903
		20.41%	19.17%	19.17%	19.18%	19.18%

\*Percentage by which services for unduplicated students must be increased or improved over services provided for.  
If Step 3a <=0, then calculate the minimum proportionality percentage at Estimated Supplemental & Concentration

## SUE SERVICES

	2019-20	2020-21	2021-22	2022-23	2023-24
Current year estimated supplemental and concentration grant funding in the LCAP year	\$ 33,932	\$ 32,804	\$ 33,723	\$ 34,789	\$ 35,901
Current year Percentage to Increase or Improve Services	20.41%	19.17%	19.17%	19.18%	19.18%

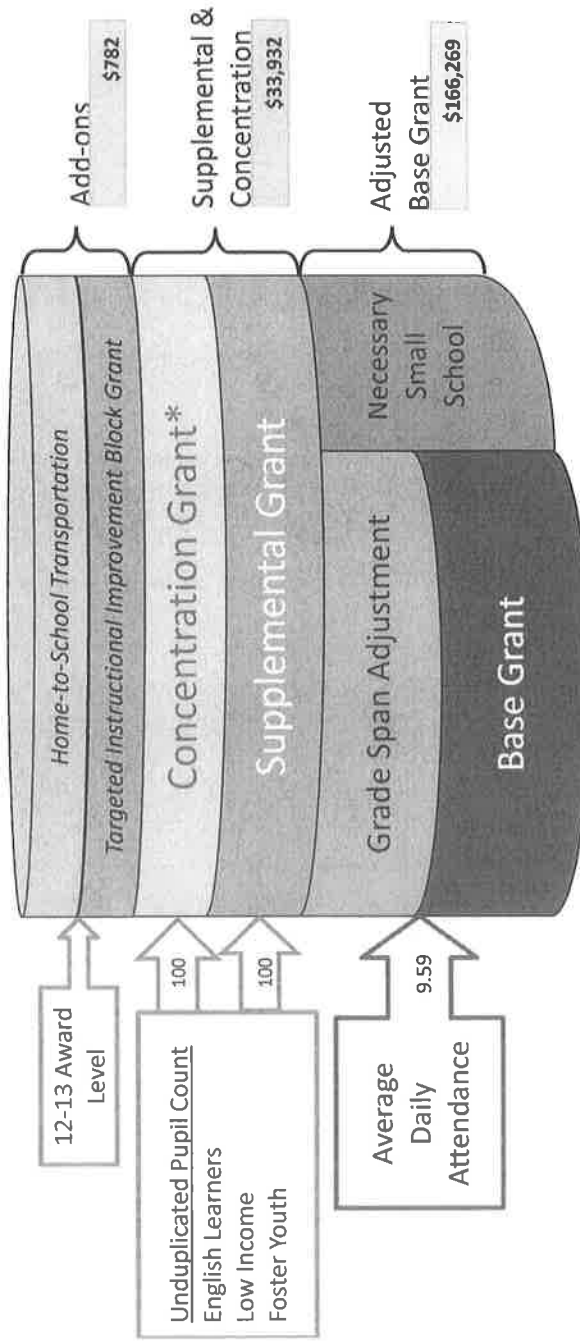
LCFF Calculator Universal Assumptions					
Kashia Elementary (70888)					
Summary of Funding					
	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Target Components:</b>					
COLA & Augmentation	3.70%	3.26%	3.00%	2.80%	3.16%
Base Grant	161,227	166,484	171,082	175,870	181,418
Grade Span Adjustment	(210)	(215)	-	-	-
Supplemental Grant	15,463	15,968	15,438	15,870	16,371
Concentration Grant	17,398	17,964	17,366	17,853	18,418
Add-ons	782	782	782	782	782
Total Target	194,660	200,983	204,668	210,375	216,989
<b>Transition Components:</b>					
Target	\$ 194,660	\$ 200,983	\$ 204,668	\$ 210,375	\$ 216,989
Funded Based on Target Formula (PYP-2)	FALSE	TRUE	TRUE	TRUE	TRUE
Floor	181,606	194,660	190,044	190,044	190,044
<i>Remaining Need after Gap (informational only)</i>					
Gap %	100%	100%	100%	100%	100%
Current Year Gap Funding	13,054	-	-	-	-
Miscellaneous Adjustments	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-
Additional State Aid	-	-	-	-	-
<b>Total LCFF Entitlement</b>	<b>\$ 194,660</b>	<b>\$ 200,983</b>	<b>\$ 204,668</b>	<b>\$ 210,375</b>	<b>\$ 216,989</b>
<b>Components of LCFF By Object Code</b>					
	2018-19	2019-20	2020-21	2021-22	2022-23
8011 - State Aid	\$ 78,643	\$ 84,966	\$ 90,445	\$ 96,152	\$ 102,766
8011 - Fair Share	-	-	-	-	-
8311 & 8590 - Categoricals	9,620	10,300	6,523	4,523	2,523
EPA (for LCFF Calculation purposes)	-	-	-	-	-
<i>Local Revenue Sources:</i>					
8021 to 8089 - Property Taxes	106,397	105,717	107,700	109,700	111,700
8096 - In-Lieu of Property Taxes	-	-	-	-	-
<i>Property Taxes net of in-lieu</i>	<i>106,397</i>	<i>105,717</i>	<i>107,700</i>	<i>109,700</i>	<i>111,700</i>
<b>TOTAL FUNDING</b>	<b>\$ 194,660</b>	<b>\$ 200,983</b>	<b>\$ 204,668</b>	<b>\$ 210,375</b>	<b>\$ 216,989</b>
<i>Basic Aid Status</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Phase-In Entitlement</b>	<b>\$ 194,660</b>	<b>\$ 200,983</b>	<b>\$ 204,668</b>	<b>\$ 210,375</b>	<b>\$ 216,989</b>
<b>EPA Details</b>					
% of Adjusted Revenue Limit - Annual	30.50770954%	30.50770954%	30.50770954%	30.50770954%	30.50770954%
% of Adjusted Revenue Limit - P-2	30.50770954%	30.50770954%	30.50770954%	30.50770954%	30.50770954%
EPA (for LCFF Calculation purposes)	\$ 9,620	\$ 10,300	\$ 6,523	\$ 4,523	\$ 2,523
8012 - EPA, Current Year Receipt	-	-	-	-	-
(P-2 plus Current Year Accrual)	15,527	10,300	6,523	4,523	2,523
8019 - EPA, Prior Year Adjustment	(5,767)	(5,907)	-	-	-
(P-A less Prior Year Accrual)	-	-	-	-	-
Accrual (from Assumptions)	-	-	-	-	-

LCFF Calculator Universal Assumptions					12/11/2019					
Kashia Elementary (70888)										
Summary of Student Population					2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Unduplicated Pupil Population										
Enrollment	15	12	12	12	12	12	12	12	12	12
COE Enrollment	-	-	-	-	-	-	-	-	-	-
Total Enrollment	15	12	12	12	12	12	12	12	12	12
Unduplicated Pupil Count	15	12	12	12	12	12	12	12	12	12
COE Unduplicated Pupil Count	-	-	-	-	-	-	-	-	-	-
Total Unduplicated Pupil Count	15	12	12	12	12	12	12	12	12	12
Rolling %, Supplemental Grant	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%
Rolling %, Concentration Grant	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%
FUNDED ADA										
Adjusted Base Grant ADA										
Grades TK-3	Current Year (0.27)	Prior Year (0.27)	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades 4-6	-	-	-	-	-	-	-	-	-	-
Grades 7-8	0.29	0.29	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Adjusted Base Grant ADA	0.02	0.02	-	-	-	-	-	-	-	-
Necessary Small School ADA										
Grades TK-3	Current year 6.47	Prior year 6.47	Current year	Current year	Current year	Current year	Current year	Current year	Current year	Current year
Grades 4-6	0.73	0.73	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grades 7-8	2.37	2.37	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Necessary Small School ADA	9.57	9.57	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Total Funded ADA	9.59	9.59	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
ACTUAL ADA (Current Year Only)										
Grades TK-3	6.20	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Grades 4-6	0.73	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grades 7-8	2.66	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Actual ADA	9.59	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Funded Difference (Funded ADA less Actual ADA)	-	0.59	-	-	-	-	-	-	-	-
LCAP Percentage to Increase or Improve Services										
2018-19	2019-20	2020-21	2021-22	2022-23	2023-24					
Current year estimated supplemental and concent \$	32,861 \$	33,932 \$	32,804 \$	33,723 \$	34,789 \$	35,901				
Current year Percentage to Increase or Improve Se	20.41%	20.41%	19.17%	19.17%	19.18%	19.18%				

## Components of LCFF Target Entitlement

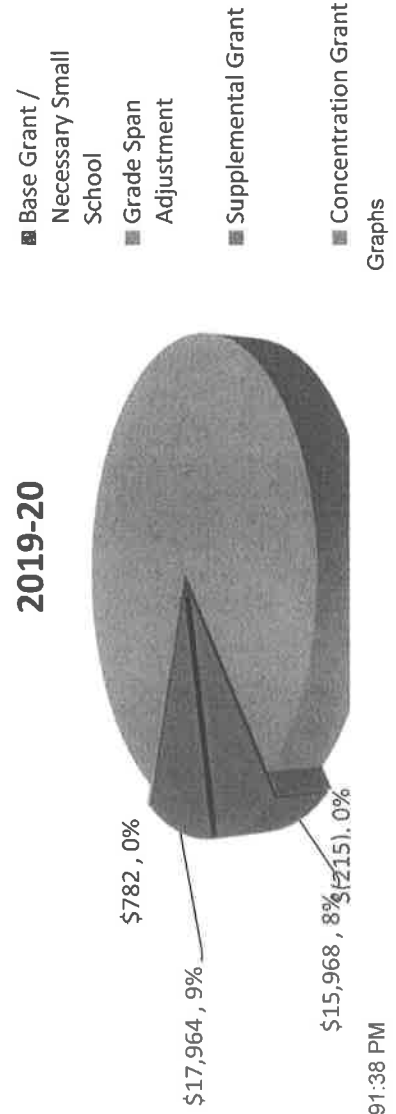
	2019-20	9.59 ADA
Base Grant / Necessary Small School	\$ 166,484	
Grade Span Adjustment	\$ (215)	
Supplemental Grant	\$ 15,968	100%
Concentration Grant	\$ 17,964	100%
Add-ons (TIIBG & Transportation)	\$ 782	
<b>Total</b>	<b>\$ 200,983</b>	

TOTAL TARGET LCFF: \$200,983



\*Unduplicated Pupil Percentage must be above 55% to receive Concentration Grant funding

2019-20



## **SUPPORT FOR CALIFORNIA COMPLETE COUNT AND 2020 CENSUS**

**December 11, 2019**

Whereas, participation in the United States Census, which is mandated by the U.S. Constitution, enumerates every person residing in the country regardless of citizenship status, and is fundamental to a fair and representative democracy; and,

Whereas, the United States Census has critical implications for the state of California, and determines its allocation of the 435 seats in the House of Representatives and \$675 billion dollars in federal funding; and,

Whereas, according to the California Community Foundation 2017 Census Landscape Scan, the 1990 Census was one of the most inaccurate in U.S. history, and according to the California Legislative Analyst's Office, undercounting likely cost California one seat in the U.S. House of Representatives and at least \$2 billion in federal funds; and,

Whereas, the United States Census Bureau's Low Response Score (LRS) identifies communities whose characteristics predict low census participation and California Census 2020 has identified hard-to-count census tracts due to demographic characteristics and Sonoma County includes hard-to-count census tracts; and,

Whereas, state and local government, including individual school districts, lose out on a projected \$1,950 dollars per year for each Sonoma County resident who is not counted in the census; and

Whereas, given that the census is only administered every ten years, there is a loss of \$19,500 per uncouned resident; and,

Whereas, the California legislature has allocated \$187.2 million dollars to local government agencies and non-profit agencies across California, including the County of Sonoma, United Way of the Wine Country and Sonoma County Office of Education to support our County to increase an accurate census count in California; and,

Whereas, the potential addition of a citizenship question on the 2020 Census Questionnaire created an environment of fear and distrust in immigrant communities when federal law prohibits the use of individual census data by law enforcement to ensure the safety of respondents; and,

Whereas, California has diverse demographics which make it more difficult to count the population than most states and Sonoma County has a more challenging population to count due to displacement from fires; and,

Whereas, the federal target is to count 60.5 percent or more of the population in hard-to-count census tracts and Sonoma County schools and communities would benefit economically from a more accurate count of residents.

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# Kashia School District

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

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NOW THEREFORE, BE IT RESOLVED that the Kashia School District will work with the County of Sonoma and United Way of the Wine Country under the umbrella of the Sonoma County Complete Count Committee to provide visible and trusted information to students and their families about the importance and safety of completing the census to increase available funding for their child's school, the community and for health care.

BE IT FURTHER RESOLVED, that the Kashia School District will work in collaboration with the Sonoma County Complete Count Committee and assist in providing residents with technology access as needed to complete the census.

The foregoing resolution was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, and adopted at a regular meeting of the Kashia School District on December 11, 2019, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA     )  
                                      ) SS  
COUNTY OF SONOMA     )

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 11th day of December 2019.

\_\_\_\_\_  
Charlene Pinola, President

\_\_\_\_\_  
Frances Johnson, Superintendent

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