

Agenda
Governing School Board
Wednesday, January 9, 2019
4:00 p.m.
Office, Kashia School District

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

Glenda Antone _____

Maxine Barboza _____

Charlene Pinola _____

Frances Johnson _____

Peter Tufele _____

Patti Pomplin _____

2. Approval of Agenda

3. 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.

4. Communication

Form 700's for Board Members to Sign

5. Consent Agenda

5.1 Approval of Minutes from December 12, 2018

5.2 Approval of Warrants for December 2018

5.3 Approve Williams Quarterly Complaint Report, 10/01/18 to 12/31/18

6. Reports and Communications

6.1 Governing Board Members

6.2 Superintendent

6.3 Teacher

6.4 Business Manager

6.5 PTO

7. Items Scheduled for Information and Discussion

7.1 First Reading Board Policies

BP 3290 Gifts, Grants and Bequests

BP 3300 Expenditures and Purchases

BP 3311 Bids

AR 3311 Bids

BP 3311 Contracts

AR 3516.1 Fire Drills and Fires

AR 3516.3 Earthquake Emergency Procedure System

Kashia School District
Agenda January 9, 2019
Continued

- BP 3516.5 Emergency Schedules
- BP 3517 Facilities Inspection
- BP 3530 Risk Management/Insurance
- AR 3530 Risk Management/Insurance
- BP 3600 Consultants
- 7.2 Updated Comprehensive School Safety Plan
- 8. Items Scheduled for Discussion and Action
 - 8.1 Approve 2017-18 Audit
 - 8.2 Approve School Accountability Report Card (SARC)
- 9. Items Scheduled for Future Board Meetings
 - 9.1 Board Policies
 - 9.2 Staff Handbook
- 10. Adjournment

Next Regular Board Meeting, Wednesday, February 13, 2019

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)	(FIRST)	(MIDDLE)
Antone	Glenda	

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement (Check at least one box)

- | | |
|--|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017. | <input type="checkbox"/> Leaving Office: Date Left ____/____/____
(Check one) |
| -or- | <input type="radio"/> The period covered is January 1, 2017, through the date of leaving office. |
| The period covered is ____/____/____, through December 31, 2017. | -or- |
| <input checked="" type="checkbox"/> Assuming Office: Date assumed <u>12</u> / <u>12</u> / <u>2018</u> | <input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____
Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

-or-
☒ **None - No reportable interests on any schedule**
5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document)	STREET	CITY	STATE	ZIP CODE
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER		E-MAIL ADDRESS		
(707) 785-9682				

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 Date Signed 1-9-19
(month, day, year)

 Signature Glenda Antone
(File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)	(FIRST)	(MIDDLE)
Barboza	Maxine	

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

☐ State

☐ Judge or Court Commissioner (Statewide Jurisdiction)

☐ Multi-County _____

☐ County of _____

☐ City of _____

☐ Other _____

3. Type of Statement (Check at least one box)

☐ Annual: The period covered is January 1, 2017, through December 31, 2017.

-or-

The period covered is ____/____/____, through December 31, 2017.

☒ Assuming Office: Date assumed 12 / 12 / 2018

☐ Leaving Office: Date Left ____/____/____
(Check one)

☐ The period covered is January 1, 2017, through the date of leaving office.

-or-

☐ The period covered is ____/____/____, through the date of leaving office.

☐ Candidate: Date of Election _____ and office sought, if different than Part 1: _____

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

☐ Schedule A-1 - Investments - schedule attached

☐ Schedule C - Income, Loans, & Business Positions - schedule attached

☐ Schedule A-2 - Investments - schedule attached

☐ Schedule D - Income - Gifts - schedule attached

☐ Schedule B - Real Property - schedule attached

☐ Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

☒ None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
(Business or Agency Address Recommended - Public Document)				
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER		E-MAIL ADDRESS		
(707) 785-9682				

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed

1-9-2019
(month, day, year)

Signature

Maxine Barboza
(File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)	(FIRST)	(MIDDLE)
Chappell	Paul	

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement (Check at least one box)

- | | |
|---|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017.
-or-
The period covered is ____/____/____, through December 31, 2017. | <input checked="" type="checkbox"/> Leaving Office: Date Left <u>12</u> / <u>12</u> / <u>2018</u>
(Check one)
<input type="radio"/> The period covered is January 1, 2017, through the date of leaving office.
-or-
<input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Assuming Office: Date assumed ____/____/____ | |
| <input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

-or-

- ☒ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document)	STREET	CITY	STATE	ZIP CODE
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER (707) 785-9682		E-MAIL ADDRESS		

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST)	(FIRST)	(MIDDLE)
Antone	Glenda	

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement (Check at least one box)

- | | |
|--|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017. | <input type="checkbox"/> Leaving Office: Date Left ____/____/____
(Check one) |
| -or- | <input type="radio"/> The period covered is January 1, 2017, through the date of leaving office. |
| The period covered is ____/____/____, through December 31, 2017. | -or- |
| <input checked="" type="checkbox"/> Assuming Office: Date assumed <u>12 / 12 / 2018</u> | <input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

-or-

- ☒ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document)	STREET	CITY	STATE	ZIP CODE
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER		E-MAIL ADDRESS		
(707) 785-9682				

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed

1-9-19

(month, day, year)

Signature

Glenda Antone

(File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)	(FIRST)	(MIDDLE)
Barboza	Maxine	

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement (Check at least one box)

- | | |
|--|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017. | <input type="checkbox"/> Leaving Office: Date Left ____/____/____
(Check one) |
| -or-
The period covered is ____/____/____, through December 31, 2017. | <input type="radio"/> The period covered is January 1, 2017, through the date of leaving office. |
| <input checked="" type="checkbox"/> Assuming Office: Date assumed <u>12 / 12 / 2018</u> | -or-
<input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

-or-

☒ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document)	STREET	CITY	STATE	ZIP CODE
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER (707) 785-9682		E-MAIL ADDRESS		

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 1-9-2019
(month, day, year)

Signature Maxine Barboza
(File the originally signed statement with your filing official.)

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Chappell Paul

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

☐ Annual: The period covered is January 1, 2017, through December 31, 2017.

-or-

The period covered is / / , through December 31, 2017.

☐ Assuming Office: Date assumed / /

☒ Leaving Office: Date Left 12 / 12 / 2018
(Check one)

☐ The period covered is January 1, 2017, through the date of leaving office.

-or-

☐ The period covered is / / , through the date of leaving office.

☐ Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- ☐ Schedule A-1 - Investments - schedule attached ☐ Schedule C - Income, Loans, & Business Positions - schedule attached
☐ Schedule A-2 - Investments - schedule attached ☐ Schedule D - Income - Gifts - schedule attached
☐ Schedule B - Real Property - schedule attached ☐ Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

☒ None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
PO Box 129 Stewarts Point CA 95480
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 785-9682

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official.)

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Antone Glenda

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.
-or- The period covered is / / , through December 31, 2017.
☒ **Assuming Office:** Date assumed 12 / 12 / 2018
☐ **Leaving Office:** Date Left / / (Check one)
○ The period covered is January 1, 2017, through the date of leaving office.
-or-
○ The period covered is / / , through the date of leaving office.
☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☒ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
(Business or Agency Address Recommended - Public Document)				
PO Box 129		Stewarts Point	CA	95480
DAYTIME TELEPHONE NUMBER		E-MAIL ADDRESS		
(707) 785-9682				

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Barboza Maxine

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.
-or- The period covered is / / , through December 31, 2017.
☒ **Assuming Office:** Date assumed 12 / 12 / 2018
☐ **Leaving Office:** Date Left / / (Check one)
○ The period covered is January 1, 2017, through the date of leaving office.
-or-
○ The period covered is / / , through the date of leaving office.
☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☒ **None** - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
PO Box 129 Stewarts Point CA 95480
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 785-9682

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Chappell Paul

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Kashia School District

Division, Board, Department, District, if applicable

School Board

Your Position

Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.

-or-

The period covered is / / , through December 31, 2017.

☐ **Assuming Office:** Date assumed / /

☒ **Leaving Office:** Date Left 12 / 12 / 2018
(Check one)

☐ The period covered is January 1, 2017, through the date of leaving office.

-or-

☐ The period covered is / / , through the date of leaving office.

☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☒ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
PO Box 129 Stewarts Point CA 95480
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 785-9682

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official.)

Kashia School District
Minutes
Board Meeting, December 12, 2018

1. Meeting called to order at 4:13 by Board Clerk Charlene Pinola
Roll Call: Trustee Maxine Barboza, Trustee Charlene Pinola
Absent: Paul Chappell
Staff: Frances Johnson, Patti Pomplin, Peter Tufele
Community: Glenda Antone, Leslie Sanchez
2. Approval of Agenda: Moved by Trustee Barboza, seconded by Trustee Pinola to approve the agenda as presented.
3. Organization Meeting
 - 3.1 Glenda Antone and Maxine Barboza were both appointed to the Kashia School Districts as Trustees for 4 years terms. The Oath of Office was given and recited by each.
 - 3.2 Moved by Trustee Barboza, seconded by Trustee Antone to elect Trustee Pinola as School Board President. Motion passed unanimously.
 - 3.3 Moved by Trustee Barboza, seconded by Trustee Pinola to elect Trustee Antone as School Board Clerk. Motion passed unanimously.
 - 3.4 Moved by Trustee Antone, seconded by Trustee Barboza to elect Trustee Pinola as Voting Delegate in elections of the Sonoma County Committee on School District Organization with Trustee Antone as acting alternate. Motion passed unanimously.
 - 3.5 Board Member signatures for the Sonoma County Superintendent of Schools was tabled as the form was not available.
 - 3.6 Moved by Trustee Pinola, seconded by Trustee Barboza to approve Superintendent, Frances Johnson as Secretary of the Board. Motion passed unanimously.
 - 3.7 Moved by Trustee Pinola, seconded by Trustee Barboza and passed unanimously to set the 2nd Wednesday of each month at 4:00 p.m. as the 2019 regular Board meeting dates and time.
4. Public Comment on Non Agenda Items: Leslie Sanchez brought up the possibility of setting up a booth at the Sonoma County Fair with an exhibit about Kashia School.
5. Communication
Letter from PTO stating they are re-grouping organization
6. Consent Agenda
Moved by Trustee Pinola, seconded by Trustee Barboza to approve the consent agenda as presented.
 - 6.1 Approved Minutes from November 14, 2018
 - 6.2 Approved Warrants from November 2018

7. Reports and Communications

- 7.1 Governing Board – Trustee Barboza asked about pictures and was told it had been postponed until January 11; she also asked about report cards and was told the teacher could get her copies.
- 7.2 Superintendent – Had a good visit from Dr. Herrington; negotiated with tribal council for PTO to get \$5000 for activities and field trips; busy with Christmas; will be working on Impact Grant; thanked business manager for buying stocking stuffers for students; welcomed Trustee Antone to the board; thanked both Craig and Bob for help with new flooring.
- 7.3 Teacher – there will be a Christmas activity on Wednesday prior to the school break; there is a significant drop in enrollment; expressed appreciation the substitute resource teacher.
- 7.4 Business Manager – Audit is done and will be presented at the next meeting; two staff from the SCOE business office came for a site visit; welcomed Trustee Antone.
- 7.5 PTO – Leslie thanked the superintendent for help getting money and supporting the PTO activities as well as helping her with writing.

8. Items Scheduled for Information and Discussion

- 8.1 Security Camera's Camera's have been received but not yet installed. Once they are, all vandalism will be prosecuted.

9. Items Scheduled for Discussion and Action

9.1 Approval of 1st Interim Report

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously to approve the 1st Interim Report as presented.

9.2 Approval of J13a Emergency Conditions for November 9, 2018

Moved by Trustee Pinola, seconded by Trustee Barboza and passed unanimously to approve the J13a waiver for November 9, 2018 due to smoke for submission to the State for approval.

9.3 Final Reading Board Policies

Moved by Trustee Pinola, seconded by Trustee Barboza and passed unanimously to approve the following board policies:

BP0000 Vision

AR0000 Vision

BP0100 Philosophy

BP0200 Goals for the School District

BP0400 Comprehensive Plans

BP0410 Nondiscrimination in District Programs and Activities

BP0420 School Plans/Site Councils

AR0420 School Plans/Site Councils

BP0440 District Technology Plan

AR0440 District Technology Plan

BP0450 Comprehensive Safety Plan

AR0450 Comprehensive Safety Plan

BP0460 Local Control and Accountability Plan

AR0460 Local Control and Accountability Plan

BP0500 Accountability

BP0510 School Accountability Report Card

10. Items Scheduled for Future Board Meetings.

- 10.1 Board Policies
- 10.2 2017-18 Audit
- 10.3 Williams Quarterly Compliance Report
- 10.4 Safety Plan
- 10.5 SCOE Board Signatures
- 10.6 Staff Handbook

11. Meeting Adjourned at 5:11

Next Meeting

Regular Board Meeting, Wednesday, January 9, 2019 4:00 p.m.

Respectfully submitted: Patti Pomplin

Signed: _____

Glenda Antone, Clerk



Checks Dated 12/01/2018 through 12/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1683077	12/05/2018	Amerigas	01-5510	640084850	204.26	
				640724065	307.92	512.18
1683078	12/05/2018	Chevron	01-4362	7898859835		78.70
1683079	12/05/2018	Frontier Communications	01-5911	70778596821013815		202.07
1683080	12/05/2018	George Marrufo	01-5800	install flooring		540.00
1683081	12/05/2018	Healdsburg Lumber Co	01-4380	office		187.16
1683082	12/05/2018	Janis Sowell	01-5807	speech and language		1,305.00
1683083	12/05/2018	Frances Johnson	01-4390	pumpkin patch		175.44
1683084	12/05/2018	Kashia Utilities District	01-5560	kud67938		61.13
1683085	12/05/2018	Carmen Marrufo	01-5800	custodian	39.00	
				lunches	120.75	
				van	52.00	
				recess	17.25	229.00
1683086	12/05/2018	Coleen McCloud	01-5805			
			01-5201	november lunch pick up	68.67	
			01-5800	time to pick up lunches	90.00	
1683087	12/05/2018	Patti Pomplin	01-4340	great leaps - reading intervention		158.67
1683088	12/05/2018	Robert Sibley	01-4390	drove to pumpkin patch		2,080.00
1683089	12/05/2018	Sonoma County Office Of Ed	01-5838	MOU Supt		70.85
1683090	12/05/2018	Stephen Roatch Accountancy	01-5821	billing #3 for 2017-18		9,511.74
1686715	12/19/2018	Gualala Supermarket	01-4310	school celebration		7,500.00
1686716	12/19/2018	Kashia Utilities District	01-5530	kud67938		229.47
1686717	12/19/2018	Pacific Gas & Electric	01-5520	28343238771	162.71	68.78
				93967066411	46.38	
				94383733055	93.37	302.46
1686718	12/19/2018	Patti Pomplin	01-4353	custodial	149.66	
			01-4390	pto christmas	483.82	
			01-4700	food	188.31	821.79
1686719	12/19/2018	Sonoma County Office Of Ed	01-4350	cum folders		11.35
1686720	12/19/2018	Wells Fargo Vendor Fin Serv	01-5632	90136774142		139.48
1688023	12/21/2018	George Marrufo	01-5800	maintenance		245.00
1688024	12/21/2018	Coleen McCloud	01-4390	PTO x mas	259.42	
			01-5201	jenner	97.56	
			01-5800	pick up lunches	156.00	512.98
Total Number of Checks					22	24,943.25

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 12/01/2018 through 12/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Fund Summary						
<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>			
01	General Fund	22	24,943.25			
	Total Number of Checks	22	24,943.25			
	Less Unpaid Sales Tax Liability		.00			
	Net (Check Amount)		24,943.25			

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 27 2018 10:07AM

ESCAPE ONLINE

Page 2 of 2

Williams Settlement Quarterly Uniform Complaint Report - October 1, 2018 - December 31, 2018

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

* Required

Name of District *

Kashia School District

Name and Title of Person Reporting *

Patti Pomplin

Phone Number *

707-785-9682

Email Address *

ppomplin@kashiaesd.org



INSTRUCTIONAL MATERIALS *

INSTRUCTIONAL MATERIALS

☒ There were 0 complaints received during this quarter.

☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

TEACHER VACANCY AND/OR MISASSIGNMENT *

☒ There were 0 complaints received during this quarter

☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

☒ There were 0 complaints received during this quarter

☐ YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

CAHSEE Intensive Instruction and Services *

☒ There were 0 complaints received during this quarter

☐ YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

**TEACHER VACANCY AND/OR MISASSIGNMENT**

LEARNER VIOLENCE AND/OR MISBEHAVIOR

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

Never submit passwords through Google Forms.

This form was created inside of Sonoma County Office of Education. Report Abuse - Terms of Service

Google Forms



Kashia ESD

Board Policy

Gifts, Grants And Bequests

BP 3290

Business and Noninstructional Operations

The Board of Trustees may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

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

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Expenditures And Purchases

BP 3300

Business and Noninstructional Operations

The Board of Trustees recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent/Principal or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

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

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent/Principal or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent/Principal or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent/Principal or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining

the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in the school.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent/Principal or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Bids

BP 3311

Business and Noninstructional Operations

The Board of Trustees is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

The Superintendent/Principal or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

When calling for bids, the Superintendent/Principal or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent/Principal or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract
17595 Purchase of supplies through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts
4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 Contracting by school districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Bids

AR 3311

Business and Noninstructional Operations

Advertised/Competitive Bids

The district shall advertise for competitive bids to let any public project contract involving an expenditure of \$15,000 or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment, but does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent/Principal or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The Superintendent/Principal or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

- a. Cash
- b. A cashier's check made payable to the district
- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Board of Trustees may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent/Principal or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, each prospective bidder shall complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent/Principal or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent/Principal or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of

contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent/Principal or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent/Principal or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent/Principal or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent/Principal or designee's decision to the Board. The Superintendent/Principal or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent/Principal or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent/Principal or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent/Principal or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
8. The Board, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent/Principal or designee shall not draft the bid specification in a manner that: (Public Contract Code 3400)

1. Directly or indirectly limits bidding to any one specific concern
2. Calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent/Principal or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in

the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of the cafeteria may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of the school without taking estimates or advertising for bids. (Education Code 17602)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Contracts

BP 3312

Business and Noninstructional Operations

Whenever state law invests the Board of Trustees with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent/Principal or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)

(cf. 3300 - Expenditures and Purchases)
(cf. 3314 - Payment for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent/Principal or designee.

(cf. 2121- Superintendent's Contract)
(cf. 4312.1 - Contracts)
(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

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

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)

(cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent/Principal or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent/Principal or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent/Principal or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent/Principal or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent/Principal or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

(cf. 1340 - Access to District Records)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the

dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts/Agreements/Partnerships with Non-Governmental Organizations (NGO)

Superintendent shall not enter into a contract, partnership, or agreement with any NGO until the Superintendent/designee has completed the following:

1. Verifies that a problem exists in the district that can best be ameliorated by contracting with a NGO.

To determine if such a problem exists, the Superintendent may use any means necessary to investigate.

2. Substantiates that the district cannot solve the problem internally.

In many instances, the district is either in the process of mitigating the problem or has the ability to do so. If this is the case, outside help is not required. The Superintendent will determine whether the district has the capability and capacity to independently address the problem.

3. The NGO being considered is the "best fit" for the district

Before the district will contract with any NGO, the Superintendent/Principal or designee will insure that the requesting NGO can work well with the district and is capable of completing the task. The Superintendent/Principal or designee will at a minimum examine the following:

a. Articles of Incorporation of the NGO

The Proposed project must fall within the articles of incorporation of the NGO and the NGO must be able to show that they have the expertise and capacity (manpower) to accomplish the project.

b. Division of funds for Administration Costs and Project Costs.

NGO's who expend less than 80 percent on direct services.

c. Qualifications of the Proposed Project Workers.

The Superintendent/Principal or designee will insure that all personnel hired, or NGO employees responsible for carrying out services pursuant to the agreement with the NGO meet all statutory requirements and have the appropriate training/credentials and or licenses and experience for the position.

d. Proven Ability of the NGO to successfully complete the project.
The Superintendent/Principal or designee will evaluate the NGO's past project performance and effectiveness.

e. Appropriateness of Proposal

The Superintendent/Principal or designee will examine the proposing NGO's solution to insure it is tailored to the unique characteristics of the district's needs.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Fire Drills And Fires

AR 3516.1

Business and Noninstructional Operations

Fire Drills

The Superintendent shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The Superintendent shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The Superintendent shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The Superintendent/Principal or designee shall keep a record of each fire drill conducted.

Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The Superintendent/Principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The Superintendent/Principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.

5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the Superintendent, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: March 13, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Earthquake Emergency Procedure System

AR 3516.3

Business and Noninstructional Operations

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent/Principal or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency

procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent/Principal or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent/Principal or designee shall identify potential earthquake hazards in classrooms and other district facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the Superintendent/Principal or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.

5. When directed by the Superintendent/Principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the Superintendent/Principal or designee for instructions before proceeding on the route.

(cf. 3543 - Transportation Safety and Emergencies)

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the Superintendent/Principal or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The Superintendent/Principal or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The Superintendent/Principal or designee shall request assistance as needed from the

county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System (SEMS)

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/hazards/earthquakes>

National Incident Management System (NIMS): <http://www.fema.gov/emergency/nims>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Emergency Schedules

BP 3516.5

Business and Noninstructional Operations

In order to provide for the safety of students and staff, the Board of Trustees authorizes the Superintendent/Principal or designee to close the school, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 6112 - School Day)

The Superintendent/Principal or designee shall establish a system for informing students and parents/guardians when school buses are not operating or when the school day schedule is changed or the school is closed.

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent/Principal or designee shall ensure that supervision is provided in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent/Principal or designee may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

(cf. 6111 - School Calendar)

Legal Reference:

EDUCATION CODE

41422 Schools not maintained for 175 days

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

46390 Calculation of ADA in emergency

46392 Decreased attendance in emergency situation

VEHICLE CODE

34501.6 School buses; reduced visibility

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Facilities Inspection

BP 3517

Business and Noninstructional Operations

The Board of Trustees recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3514 - Environmental Safety)

The Superintendent/Principal or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.

11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.
13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

The Superintendent/Principal or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent/Principal or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to the district school by the County Superintendent of Schools.

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

Management Resources:

CSBA PUBLICATIONS

Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

Facility Inspection Tool Guidebook, February 2008

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Risk Management/Insurance

BP 3530

Business and Noninstructional Operations

The Board of Trustees strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent/Principal or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district consistent with required services, the Superintendent/Principal or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.

To attempt to minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent/Principal or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

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

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11- Sexual Harassment)

(cf. 4132/4232/4332- Publication or Creation of Materials)

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

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 9260 - Legal Protection)

The Superintendent/Principal or designee shall report to the Board once a year on the district's risk management activities.

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

17565-17592 Board duties re property maintenance and control

32350 Liability on equipment loaned to district

35162 Power to sue, be sued, hold and convey property

35200-35214 Liabilities, especially:

35208 Liability insurance

35211 Driver training civil liability insurance

35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance

35331 Medical or hospital service for students on field trip

39837 Transportation of pupils to places of summer employment

41021 Requirement for employees' indemnity bonds

44873 Qualifications for physician (liability coverage)

49470-49474 District medical services and insurance

GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district

989-991.2 Local public entity insurance

LABOR CODE

3200-4855 Workers' compensation

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Risk Management/Insurance

AR 3530

Business and Noninstructional Operations

Risk Management

The Superintendent/Principal or designee shall take action to:

1. Identify the risks inherent in the operation of district programs
2. Assess the above risks and keep records of accidents, losses and damage
3. Mitigate risks through loss control and safety-related activities
4. Determine the extent to which risks should be assumed by the district or covered by the purchase of insurance or pooling with other districts

Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1240 - Volunteer Assistance)
(cf. 1330 - Use of School Facilities)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3430 - Investing)
(cf. 3440 - Inventories)
(cf. 3512 - Equipment)
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4112.42/4212.42/4312.43 - Drug and Alcohol Testing for School Bus Drivers)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4157/4257/4357- Employee Safety)
(cf. 4212.5 - Criminal Record Check)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.61 - Drug Testing)

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142 - Safety)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
(cf. 9260 - Legal Protection)

Insurance

Insurance coverage shall include, but may not be limited to:

1. Liability insurance (Education Code 35200-35214)
2. Fire insurance for buildings, equipment and vehicles (Education Code 17565)
3. Workers' compensation insurance (Labor Code 3700)
4. Fidelity bond insurance (Education Code 41021)

A suitable bond indemnifying the district against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding. (Education Code 41021)

(cf. 1330 - Use of School Facilities)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 5143 - Insurance)
(cf. 9260 - Legal Protection)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: March 13, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Consultants

BP 3600

Business and Noninstructional Operations

The Board of Trustees authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent/Principal or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

All consultant contracts shall be brought to the Board for approval.

(cf. 3312 - Contracts)

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

(cf. 3311 - Bids)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 4030 - Nondiscrimination in Employment)

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent/Principal or designee, depending on the range of duties to be performed by the consultant. The Superintendent/Principal or designee shall consider this statement when deciding whether to recommend the consultant's employment.

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education or other public agency serve

as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172(a) Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 13, 2019 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

Peter Tufele, Teacher
Frances Johnson, Superintendent/ Principal
Leslie Sanchez, Parent Teacher Organization
Sea Ranch Fire Protection Department
Sonoma County Sheriff
Kashia Tribal Council

Kashia Elementary School District

	Section/Page
SECTION A: School Safety Plan	
School Vision Statement	
Data Analysis, including Assessment of Current status of school crime	
Goals for Desired Change	
Strategies and Activities	
Action Plan: Component I, People and Programs	
Action Plan: Component II, Place / Physical Environment	
Communication & Evaluation of the Plan	
SECTION B: Adopted Board Policies	
Child Abuse Reporting	
Disaster Procedures	
Discipline, Suspensions and Expulsion Policies	
Notifying Teachers of Dangerous Pupils Policy	
Discrimination and Harassment Policies	
Dress Code Policy	
Hate Crime Policy and Procedures	
Safe Ingress and Egress & Visitors Policy	
Safe & Orderly Environment Conducive to Learning	
Weapons and Drug and Alcohol Policies	
Uniform Complaint Procedures	
Non-Discrimination Policy	
Tobacco Free Campus	
Mandated Teacher Training Resources	
SECTION C: Disaster Preparedness and Emergency Procedures Plan	
Emergency Contacts	
Schedule of Emergency Drills for Current Year	
General Emergency Procedures	
Emergency Operations Organizational Chart	
Incident Command Responsibilities	
Emergency Procedures:	
Emergency Report Forms	
Emergency Supply Locations and Lists	
Emergency Recovery Plan	
Adaptations for Students with Disabilities	
The Language of Emergencies	
Emergency Glossary Terms	
SECTION D: Kashia Family Handbook	
Appendix A: Annual Report on Status of the Plan (SARC)	

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 9 students. The original one room schoolhouse is still located on an adjacent property, and operates as a museum.

There are 1 equivalent full time teachers, with parent assistants. District personnel consists of a Principal/Superintendent hired from SCOE, a supplemental resource teacher, a supplemental Business Manager, and parent community workers for lunches, custodial, maintenance and yard duty.

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	2016-17	2017-18
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 2017-18 were for 0 students.
- Baseline office referral data kept from 2017-18, had no occurrences.
- Average daily attendance in 2017-18 of the 10 students
-

Grade	1st Trim	2nd trim			3rd trim	Average
Kinder						
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						

Attendance continues to be an issue for Kashia School District

Conclusions from Parent, Teacher and Student Input:

Parent surveys were not distributed in the 2017-18 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

Goal #1
Comprehensive implementation of Second Step Curriculum K-8.
Measurable Objective: By June, 2019, 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.
Action Steps
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 Peter Tufele, Teacher
Completion Date and Budget	By August 2018 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

Goal #1: Playground Improvement
Objective: To post playground hours and supervision guidelines. Monitor grounds maintenance. Paint playground as needed and inspect for damage.
Action Steps
1.0 Phase 1: <ul style="list-style-type: none">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 – Peter Tufele, Teacher
Completion Date and Budget	August 2018 \$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>	Date of Public Hearing : <u>June 6, 2018</u> Site of Public Hearing: <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"> • 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> 	
Review of Progress for Last Year	Name: Frances Johnson	Date: November 14, 2018
Law Enforcement Review	Name:	Date: tbd
Parent Teacher Org	Name: TBD	Date: NA
School Board Approval	Name: Charlene Pinola	Date: November 14, 2018

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.

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



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

November 27, 2018

Dear Accountability Coordinators:

2017–18 SCHOOL ACCOUNTABILITY REPORT CARD WEB APPLICATION

We are pleased to announce that the 2017–18 School Accountability Report Card (SARC) Web Application with the partially pre-populated 2017–18 SARC template will be available by 4:00pm today, November 27, 2018. The SARC Web Application logon web page is located at <http://www.sarconline.org/Home/Logon>. In accordance with *Education Code (EC)* sections 35256 and 35258, the SARC must be posted annually on or before February 1.

The 2017–18 SARC template has been modified in several ways:

1. Update to the State and Federal Accountability Tables – In accordance with the Every Student Succeeds Act (ESSA), beginning in the 2017–18 school year, local educational agencies (LEAs) and schools will no longer be identified for Program Improvement (PI); LEAs and schools will not be required to implement specific PI-related activities; and previously identified PI schools will not be required to conduct PI interventions. Therefore, the Federal Intervention Program table has been removed from the current template.
2. Update to the Academic Assessment Tables – Since the adoption of the Next Generation Science Standards for California Public Schools (CA NGSS), the CDE has been developing a new science assessment based on the CA NGSS. This science assessment is the new California Science Test (CAST). The CAST was piloted during the 2016–17 school year, and field tested during the 2017–18 school year. No student scores or aggregated results will be released until development of the test has been completed and reviewed. The CAST will be administered operationally during the 2018–19 school year. Therefore, there is no available data table for the 2016–17 and 2017–18 school years.
3. Update to the SARC template format – The entire SARC template has been modified in order to comply with the update to the Rehabilitation Act, Section 508 accessibility requirements for people with disabilities (in effect January 18, 2018), which in some cases created small formatting differences from previous year templates.
4. All dates have been updated accordingly for the 2017–18 SARC template.

The blank 2017–18 SARC template (in Word) and 2017–18 SARC Data Element Definitions document are available on the SARC web page at <http://www.cde.ca.gov/ta/ac/sa/>.

For all active public schools, the California Department of Education (CDE) will provide all currently available data elements specified in the blank 2017–18 SARC template that have “DPC” (data provided by the CDE) indicated in the tables/cells. Once the remaining CDE data

November 27, 2018

Page 2

elements (i.e., the Physical Fitness Test results) are available, these data will be uploaded onto the SARC Web Application and the corresponding downloadable data files will be made available on the SARC web page.

Please be advised that the remaining CDE data element will be uploaded onto the SARC Web Application into the corresponding tables/cells that have not been altered by the LEA/user. If the LEA/user at any time presses the "SAVE" button in the table/cells that are pending the remaining data element from the CDE, the system will not upload the CDE new data into these table/cells. The system is set up this way in an effort to not overwrite any data that the LEA/user has already input.

For example, if after the LEA/user has input data in a table/cell that is pending CDE new data, pressed the "SAVE" button, and later removes all their data and leaves the table/cell blank, the system will not upload the CDE new data. Once the "SAVE" button has been pressed, the system will consider this table/cell updated by the LEA/user and will not upload the CDE new data in the corresponding tables/cells.

The SARC Web Application serves as the mechanism for LEAs/schools to provide the CDE with their completed SARC as required by law per *EC* Section 33126.1. There are three methods available for LEAs/schools to submit their SARCs to the CDE: (1) use the online partially pre-populated SARC template located on the SARC Web Application to complete and post their SARC; (2) upload a vendor-created or custom-created PDF copy of their completed SARC; or (3) provide an active Uniform Resource Locator (URL) of the website address where their SARC has been posted on their LEA/school website. For further information regarding these methods, refer to the SARC Frequently Asked Questions web page at <http://www.cde.ca.gov/ta/ac/sa/questions.asp>.

All 2017–18 SARCs posted on the SARC Web Application will be accessible to the public via the Find a SARC web page at <http://sarconline.org/>. A link to this web page is also available on the SARC web page at <http://www.cde.ca.gov/ta/ac/sa/>.

Nonpublic, nonsectarian schools must provide the CDE with an active URL where their SARC is posted on the school's website by way of the Update Your SARC Web Site Link web page at <http://www3.cde.ca.gov/sarcupdate/link.aspx>. The CDE does not collect electronic or paper copies of nonpublic, nonsectarian school SARCs.

For further information about the SARC Web Application, please contact the SARC Team by phone at 916-319-0406 or by email at sarc@cde.ca.gov.

Sincerely,

/s/

Jonathan Isler, Administrator
Data Visualization and Reporting Office
Analysis, Measurement, and Accountability Reporting Division

Jl:drh