

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

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

Glenda Antone

Maxine Barboza

Charlene Pinola

Frances Johnson

Patti Pomplin

Joseph Swain

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

SCOE – Approval of 2019-20 Original Budget

SCOE – Approval of 2019-20 LCAP

CDE – Approval of J13A Attendance Due to Emergency Conditions February 27 & 28th, 2019

LCAP Federal Addendum System – Title II Portion of Addendum

5. Consent Agenda

5.1 Approval of Minutes from September 11 , 2019

5.2 Approval of Warrants for September 2019

5.3 Williams Quarterly Report July 2019 to September 2019

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 Breakdown of Prior Year Special Ed Revenue/Expenditures

7.2 Understanding the Budget Presentation

7.3 RESIG Public Self Insurer's Annual Report

8. Items Scheduled for Discussion and Action

8.1 Final Reading Board Policies

BP7000 Concepts and Roles

BP7110 Facilities Master Plan

AR7111 Evaluating Existing Buildings

BP7131 Relations with Local Agencies

Kashia School District

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

BP7140	Architectural and Engineering Services
AR7140	Architectural and Engineering Services
BP7150	Site Selection and Development
BP7210	Facilities Financing
BP7211	Developer Fees
AR7211	Developer Fees
BP7212	Mello Roos Districts
BP7213	School Facilities Improvement Districts
BP7214	General Obligation Bonds
AR7214	General Obligation Bonds
BP7310	Naming of Facility

8.2 Approve Updated 2019-20 Master Calendar Revision for Power Outage 10/02/19

8.3 Approve Provisional Internship Permit for Joseph Swain

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 Facilities Inspection Tool (FIT)
- 9.3 1st Interim Report
- 9.4 Audit

10. Adjournment

Next Regular Board Meeting, Wednesday, November 13, 2019



September 6, 2019

Charlene Pinola, Board President
Frances Johnson, Administrator
Kashia School District
PO Box 129
Stewarts Point, CA 95480

Dear Ms. Johnson and Ms. Pinola,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Kashia School District's (District) 2019-20 Adopted Budget to determine if it complies with the Criteria and Standards for fiscal stability and allows the District to meet its financial obligations for the budget and two subsequent years. The 2019-20 Adopted Budget may only be approved subsequent to the approval of the District's 2019-20 Local Control Accountability Plan (LCAP).

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2019-20 year, as well as the 2019-20 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with and the County's approval of the District's 2019-20 LCAP. Based on our analysis of the submitted documentation, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2019-20 budget reflects an ending fund balance in the General Fund of \$312,246; comprised of \$222,546 in unrestricted fund balance and \$89,700 in restricted fund balance. The minimum state reserve level of \$69,000 for a district of your size has been met. In 2019-20, the General Fund reports an increase in total fund balance of +\$2,931. Even though the District meets minimum reserve requirements we urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The District Multi-Year Projection (MYP) is projecting an unrestricted ending fund balance of \$228,822 in 2020-21 and \$232,781 in 2021-22 with no deficit spending. The minimum state reserve reported as met in both years.

As a necessary small school, please be reminded that enrollment, with a corresponding average daily attendance (ADA) reported at the P-2 reporting period, must be above 6.0 ADA.

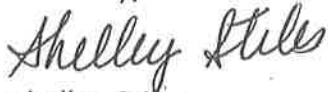
Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2019-20 fiscal year are settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years. Sonoma County Office of Education requests copies of the disclosure at the time of board publication or earlier.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2019. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles

Director, External Fiscal Services

C:

Patty Pomplin, District CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Cindy Gordon, SCOE District Fiscal Management Advisor



Sonoma County

Office of Education

5340 Skyline Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 | scoe.org

September 3, 2019

Frances Johnson, Superintendent
Kashia School District
31510 Skaggs Springs Road, PO Box 129, Stewarts Point
Stewarts Point, CA 95480

RE: 2019-20 Local Control Accountability Plan (LCAP)

Dear Frances:

The Local Control Funding Formula (LCFF) is a significant reform of California school funding, drawing a focus on student achievement, particularly for our most at-risk students. The Local Control Accountability Plan (LCAP) is a comprehensive planning tool in which our communities address the instructional needs of all students and additional services for children in poverty, English learners, and foster youth.

The fiscal oversight responsibilities of the county office are combined with COE review and approval of the district's goals, actions, and services within the Board approved LCAP (Education Code 52070). Per state requirements, the district's LCAP is reviewed on three criteria for the 2019-20 school year:

1. Adherence to the State Board of Education Template
2. Sufficient Expenditures in Budget to Implement the LCAP
3. Adherence to State Board of Education Expenditure Regulations

After a comprehensive review it was determined that your district's 2019-20 LCAP **meets all of the above criteria** as outlined in Education Code Section 52070. You will be notified by September 15, 2019 regarding the approval status of your district's budget.

Please note: If you choose to revise your LCAP during the 2019-20 school year, you will need to engage your stakeholders and follow the same process as the original adoption of the LCAP. Please visit the CDE Frequently Asked Questions page at <http://www.cde.ca.gov/fg/aa/lc/lcfffqa.asp#LCAP> for further information on this process.

We appreciate and acknowledge the significant effort of your community, staff, and school board in developing your district's LCAP. The Sonoma County Superintendent of Schools strives to be a partner and a resource to you and your staff as you exercise this expanded local control over your educational programs and the resources provided to finance them.

Please feel free to contact us if you have questions.

Sincerely,

Mary Downey
Deputy Superintendent, Business Services
(707) 524-2631 | mdowney@scoe.org

Jennie Snyder, Ed.D.
Deputy Superintendent, Instructional Services
(707) 524-2786 | jsnyder@scoe.org

Steven D. Herrington | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Peter Kostas, Andrew Leonard, Lisa Wittke Schaffner



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

July 19, 2019

Frances Johnson, Superintendent
Kashia Elementary School District
P.O. Box 129
Stewarts Point, CA 95480-0129

Dear Superintendent Johnson:

Subject: Request for Allowance of Attendance Due to Emergency Conditions
(Fiscal Year 2018–2019), Form J-13A

The California Department of Education has approved the request for two emergency days on February 27–28, 2019, at Kashia Elementary. These school closure days may be used to meet the instructional time requirements pursuant to California *Education Code* sections 46200, 46201, 46207, and/or 46208.

This letter and copy of the original Form J-13A should be used to substantiate compliance with statutory instructional time requirements. A copy of this letter and Form J-13A have been emailed to all contact persons listed on the form. Information on how to report average daily attendance as a result of this approval is available in the Reporting Approvals Section of the Form J-13A Frequently Asked Questions (FAQ) at <https://www.cde.ca.gov/fg/aa/pa/formj13afaq.asp>. Any additional questions not addressed in the FAQs should be emailed to attendanceaccounting@cde.ca.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elizabeth Dearstyne", is written over a faint, larger signature.

Elizabeth Dearstyne, Associate Director
School Fiscal Services Division

ED:at

cc: Steven Herrington, County Superintendent of Schools, Sonoma County Office of
Education



Patti Pomplin <ppomplin@kashiaesd.org>

Kashia Elementary is now fully approved in the LCAP Federal Addendum System

1 message

LCAP Federal Addendum System <noreply@cde.ca.gov>

Tue, Oct 1, 2019 at 3:30 PM

To: "ppomplin@kashiaesd.org" <ppomplin@kashiaesd.org>

Hello,

This email is to notify you that the responses for each applicable Title program in the LCAP Federal Addendum have been **approved** and **Kashia Elementary** has completed the submission, review, and approval process.

You may log on to the LCAP Federal Addendum System to review your submissions at the following location: <https://www2.cde.ca.gov/lcapfas>

If you have any questions related to review, please contact the applicable program reviewer. If you have any questions or requests related to the LCAP Federal Addendum System please email LCAPAddendum@cde.ca.gov; requests will be forwarded to the appropriate individual.

Thank you,

LCAP Federal Addendum Team

[Please do not reply to this email; this mailbox is not monitored]



Patti Pomplin <ppomplin@kashiaesd.org>

Kashia Elementary's Title II, Part A submission has been approved in the LCAP Federal Addendum System

1 message

LCAP Federal Addendum System <noreply@cde.ca.gov>

Tue, Oct 1, 2019 at 3:30 PM

To: "fjohnson@scoe.org" <fjohnson@scoe.org>

Cc: "ppomplin@kashiaesd.org" <ppomplin@kashiaesd.org>

Hello,

CDE has reviewed and **approved** the **Title II, Part A** sections of the LCAP Federal Addendum.

You may log on to the LCAP Federal Addendum System to review your submissions at the following location: <https://www2.cde.ca.gov/lcapfas>

If you have any questions related to review, please contact the applicable program reviewer. If you have any questions or requests related to the LCAP Federal Addendum System please email LCAPAddendum@cde.ca.gov; requests will be forwarded to the appropriate individual.

Thank you,

LCAP Federal Addendum Team

[Please do not reply to this email; this mailbox is not monitored]

Kashia School District
Minutes
Board Meeting, September 11, 2019

1. Meeting called to order at 4:18 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Charlene Pinola
Absent: Maxine Barboza
Staff: Frances Johnson, Patti Pomplin
Community: None
2. Approval of Agenda: Moved by Trustee Antone, seconded by Trustee Pinola to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication - None
5. Consent Agenda
Moved by Trustee Pinola, seconded by Trustee Antone to approve the consent agenda as presented.
 - 5.1 Approved Minutes from August 14, 2019
 - 5.2 Approved Warrants from August 2019
6. Reports and Communications
 - 6.1 Governing Board – Trustee Pinola talking with Lorraine about helping with native language studies; Trustee Antone asked about gray van and scrapping it or having it hauled away.
 - 6.2 Superintendent – School off to a good start; Mr. Swain turning out to be an extraordinary aide; Sister Linda helped get classroom ready for opening of school; excellent attendance; working as teacher and preparing lunches – still hoping to hire for those positions; discussed possible bonus for Mr. Swain.
 - 6.3 Business Manager – Audit happening September 27th; Kashia students are invited to the book faire happening at Horicon School; PG&E will have rolling power outages – discussion needs to happen about what that means for Kashia.
 - 6.4 PTO – None
7. Items Scheduled for Information and Discussion
 - 7.1 Second Reading Board Policies

BP7000	Concepts and Roles
BP7110	Facilities Master Plan
AR7111	Evaluating Existing Buildings
BP7131	Relations with Local Agencies
BP7140	Architectural and Engineering Services
AR7140	Architectural and Engineering Services
BP7150	Site Selection and Development
BP7210	Facilities Financing

BP7211	Developer Fees
AR7211	Developer Fees
BP7212	Mello Roos Districts
BP7213	School Facilities Improvement Districts
BP7214	General Obligation Bonds
AR7214	General Obligation Bonds
BP7310	Naming of Facility

8. Items Scheduled for Discussion and Action

8.1 Approval of 2018-19 Unaudited Actuals

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the 2018-19 unaudited actuals as presented.

8.2 Approval 2018-19 GANN Limit

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the GANN limit and resolution as presented.

8.3 Public Hearing & Approval of Williams Resolution on Instructional Materials

Open: 4: 52

Closed: 4: 53

There was no public discussion. Moved by Trustee Antone seconded by Trustee Pinola and passed unanimously by the board to approve the instructional materials resolution as presented.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Facilities Inspection Tool (FIT)

10. Meeting Adjourned at 4: 56

Next Meeting

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

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 09/01/2019 through 09/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1738529	09/04/2019	Frontier Communications	01-5911	70778596821013815		206.37
1738530	09/04/2019	Healdsburg Lumber Co	01-4380	1909-403778		93.16
1738531	09/04/2019	Kyocera	01-5632	665461700701		119.87
1738532	09/04/2019	Patti Pomplin	01-4310	date stamp/rubber stamps		47.55
1738533	09/04/2019	Sonoma County Office Of Ed	01-5823	legal		318.00
1739575	09/06/2019	Frances Johnson	01-5202	point arena & soco attendance & dr.		110.20
1739576	09/06/2019	Joseph Swain	01-4310	Herrington	51.76	
				four eyed frog		
			01-4353	mouse traps	15.08	66.84
1739577	09/06/2019	Pacific Gas & Electric	01-5520	28343238771	147.95	
				93967066411	16.29	
				94383733055	103.51	267.75
1739578	09/06/2019	Annan Paterson	01-5800	August emails,assessment, reports, IEP		750.00
1741115	09/13/2019	California School Boards Assoc c/o Westamerica Bank	01-5300	annual csba and ela		358.00
1741116	09/13/2019	ESP & Alarms Inc	01-5832	August September October 874-099	90.00	
				July August September 874-599	90.00	
				July August September 874-600	90.00	
				replace smoke detector batteris and review	419.90	689.90
1741117	09/13/2019	Gualala Supermarket	01-4310	alarm system		
1741118	09/13/2019	Independent Coast Observer	01-5825	back to school		109.39
1741119	09/13/2019	Janis Sowell	01-5800	ad3555559		136.40
1741120	09/13/2019	Frances Johnson	01-4310	2 hours goal writing/iep		180.00
1741121	09/13/2019	Joseph Swain	01-4310	classroom supplies		115.38
				library		15.00
1741122	09/13/2019	Kashia Utilities District	01-5530	kud67938		53.05
1741123	09/13/2019	Patti Pomplin	01-4310	classroom supplies		275.92
1741124	09/13/2019	Recology Sonoma Marin	01-5560	debris box		593.17
1741125	09/13/2019	Sonoma County Office Of Ed	01-4310	paper		182.27
1743652	09/25/2019	Ray Frost	01-5800	cleaned school grounds		280.00
1743653	09/25/2019	Robin Iversen	01-5806	september parent assist		573.75
1743654	09/25/2019	Isaiah Lopez	01-5800	September maintenance		209.25
1743655	09/25/2019	Coleen McCloud	01-5200	pick up lunches	109.62	
				parent assist	135.00	244.62
1743656	09/25/2019	Gene Parrish	01-5200	advance for necessary RSP support		319.10
1743657	09/25/2019	Patti Pomplin	01-4310	webcam/headset for speech		47.10
1743658	09/25/2019	Ray Morgan Company	01-5632	KEo2		30.54
1743659	09/25/2019	Robert Sibley	01-4310	bike pump		34.87
1743660	09/25/2019	Rosalee Davis	01-5806	parent assist		793.13

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

Checks Dated 09/01/2019 through 09/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1743661	09/25/2019	Wells Fargo Vendor Fin Serv	01-5632	3000927141		
					Total Number of Checks	279.30
						7,499.88

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	30	7,499.88
Total Number of Checks		30	7,499.88
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			7,499.88

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), Sep 30 2019 9:04AM

Williams Settlement Quarterly Uniform Complaint Report - July 1, 2019 - September 30, 2019

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, Business Manager

Phone Number *

707-321-5849

Email Address *

ppomplin@kashiaesd.org



INSTRUCTIONAL MATERIALS *

☒ There were 0 complaints received during this quarter.

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

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



There were 0 complaints received during this quarter

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

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

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SELPA	Budget 2019-20	Actuals 2018-19	Actuals 2017-18	Actuals 2016-17	Actuals 2015-16
REVENUE	\$100,295	\$89,700	\$82,834	\$90,659	\$85,766
Expenditures					
Teacher	\$22,067	\$20,241	\$0	\$0	\$17,959
Aide	\$22,067	\$0	\$0	\$0	\$0
Benefits	\$17,796	\$2,602	\$0	\$0	\$0
Materials	\$2,000	\$160	\$1,601	\$0	\$0
Travel	\$0	\$0	\$68	\$0	\$0
Services	\$5,546	\$500	\$5,763	\$959	\$0
Speech	\$2,000	\$2,227	\$0	\$0	\$0
Dist. Admin	\$26,528	\$25,925	\$25,000	\$0	\$52,093
TOTAL	\$100,295	\$51,655	\$32,432	\$959	\$52,093
RETURN		\$38,045	\$50,402	\$89,700	\$12,187

NOTES:

SELPA recaptured \$152,289 during year end closing 2018-19 for 2015-16 through 2017-18 revenue received beyond expenditures
 2018-19 = Set up as accounts payable back to SELPA to accurately reflect program revenue and expenses in 18/19 budget
 2017-18 = Set up as accounts payable back to SELPA to accurately reflect program revenue and expenses in 17/18 budget
 2016-17 = Set up as part of designated ending balance.
 2015-16 = Balance of recapture not set up in system - SELPA states actual recapture s/b \$12,044 not \$12,187

\$50,402 2017-18
 \$89,700 2016-17
 \$12,187 2015-16
 \$152,289 TOTAL

SELPA reviewing this amount and may give it back to Kashia.

The Special Education Program, also known as AB 602, provides funding to special education local plan areas (SELPA) based on the SELPA's ADA and other data elements. SELPAs coordinate local services and allocates funding to programs and districts. **Special education in California** is designed to improve schooling for the nearly 12 percent of students in the state with **special needs**.

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals			2019-20 Budget		% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	
A. REVENUES								
1) LCFF Sources Necessary Small School, Taxes, EPA		8010-8099	194,607.64	0.00	194,607.64	202,880.00	0.00	4.3%
2) Federal Revenue Impact, Title II, REAP, RSP, Title 7		8100-8299	156,356.89	23,063.47	179,420.36	65,000.00	21,046.00	-52.0%
3) Other State Revenue Mandated, Lottery		8300-8599	6,059.67	10,952.02	17,011.69	1,900.00	5,717.00	-55.2%
4) Other Local Revenue Interest, Fundraisers, SELPA		8600-8799	15,872.79	38,044.55	(22,171.76)	6,500.00	97,265.00	-568.0%
5) TOTAL REVENUES			372,896.99	(4,029.06)	368,867.93	276,280.00	124,028.00	8.5%
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	40,839.90	35,650.70	76,490.60	42,507.00	35,532.00	2.0%
2) Classified Salaries		2000-2999	25,650.93	2,864.07	28,515.00	27,700.00	20,715.00	69.8%
3) Employee Benefits		3000-3999	13,529.39	16,300.85	29,830.24	25,126.00	24,719.00	49,845.00
4) Books and Supplies		4000-4999	19,919.45	1,642.48	21,561.93	26,750.00	3,844.00	30,594.00
5) Services and Other Operating Expenditures		5000-5999	151,184.75	30,004.84	181,189.59	151,266.00	39,218.00	190,484.00
6) Capital Outlay		6000-6999	0.00	18,363.00	18,363.00	0.00	0.00	0.00
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299	0.00	0.00	0.00	0.00	0.00	0.00
7400-7499			0.00	0.00	0.00	0.00	0.00	0.00
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.00
9) TOTAL EXPENDITURES			251,124.42	104,825.94	355,950.36	273,349.00	124,028.00	397,377.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			121,772.57	(108,855.00)	12,917.57	2,931.00	0.00	2,931.00
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.00
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.00
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00	0.00	0.00

121,772.57
< 108,855.00
12,917.57

Original 19/20 Budget
showed excess revenue
of \$2931

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			121,772.57	(108,855.00)	12,917.57	2,931.00	0.00	2,931.00	-77.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	127,007.58	108,855.00	235,862.58	248,780.15	0.00	248,780.15	5.5%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			127,007.58	108,855.00	235,862.58	248,780.15	0.00	248,780.15	5.5%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			127,007.58	108,855.00	235,862.58	248,780.15	0.00	248,780.15	5.5%
2) Ending Balance, June 30 (E + F1e)			248,780.15	0.00	248,780.15	251,711.15	0.00	251,711.15	1.2%
Components of Ending Fund Balance									
a) Nonspendable		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revolving Cash		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted									
c) Committed		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stabilization Arrangements		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments									
d) Assigned		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Assignments									
e) Unassigned/Unappropriated		9789	67,000.00	0.00	67,000.00	67,000.00	0.00	67,000.00	0.0%
Reserve for Economic Uncertainties		9790	181,780.15	0.00	181,780.15	184,711.15	0.00	184,711.15	1.6%
Unassigned/Unappropriated Amount									

was \$89,700 from prior years at 18/19 2nd interim
Now 0

KASHIA SCHOOL DISTRICT

Budget Presentation – October 9, 2019

Unrestricted vs. Restricted

Unrestricted – Funds used to support all educational programs

1. **State Aid (Necessary Small School) = (8010-8099)**

*part of LCFF (Local Control Funding Formula) Calculation

The local control funding formula (LCFF) was enacted in 2013–14, and it replaced the previous kindergarten through grade 12 (K–12) finance system which had been in existence for roughly 40 years. For school districts and charter schools, the LCFF establishes base, supplemental, and concentration grants in place of the myriad of previously existing K–12 funding streams, including revenue limits, general purpose block grants, and most of the 50-plus state categorical programs that existed at the time. For county offices of education (COEs), the LCFF establishes separate funding streams for oversight activities and instructional programs.

2. **Taxes (Home Owners-Timber-Secured-Unsecured-Prior Year-Supplemental) (8010-8099)**

Includes taxes collected from timber harvesting, property taxes and sales tax

3. **EPA (Educational Protection Account) (8010-8099)**

*part of LCFF (Local Control Funding Formula) Calculation

The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Section 36 of Article XIII of the California Constitution. The EPA funding is a component of an LEA's total LCFF entitlement as calculated in the Principal Apportionment.

4. **M&O (Impact Aid Grant) (8100-8299)**

Impact Aid was designed to assist local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property, or that have experienced increased expenditures due to the enrollment of **federally** connected children, including children living on Indian lands.

5. **Mandated Cost (based on prior year ADA) (8300-8599)**

For each fiscal year that a local educational agency (LEA) elects to receive block grant funding, it must submit a Mandate Block Grant Application which represents the Letter Requesting Funding.

6. **Lottery (8300-8599)**

In November 1984, Proposition 37, the California State Lottery Act of 1984, was passed by California voters as a means to provide supplemental funding to public education programs without imposing additional or increased taxes

(California *Government Code* (GC) Section 8880.1). Proposition 37 is one of two sources of lottery funding and is commonly referred to as “unrestricted Non-Proposition 20.” The second source of funding is discussed in Question 2 below.

In 2010, lottery statutes were further amended to modify the allocation formula with the intent to maximize the amount of funding allocated to public education (GC Section 8880.4).

On a quarterly basis, the State Controller’s Office (SCO) distributes unrestricted Non-Proposition 20 lottery funds to public LEAs serving K-12 programs, community colleges, and other public and higher education systems. The chart below lists all entities that receive unrestricted Non-Proposition 20 lottery funds.

7. Interest Income (8600-8799)

8. Local Grants/Fundraisers (8600-8799)

Friends of Kashia
PTO

Restricted – Funds received with a specific set of appropriate expenditures

1. Federal Special Education (8100-8299)

Individuals with Disabilities Education Act lists 13 different disability categories under which three- through 21-year-olds are eligible for services. These categories are:

- autism
- deaf-blindness
- deafness
- emotional disturbance
- hearing impairment
- intellectual disability
- multiple disabilities
- orthopedic impairment
- other health impairment
- specific learning disability
- speech or language impairment
- traumatic brain injury
- visual impairment (including blindness)

2. Title II (8100-8299)

(The development and provision of training for school leaders, coaches, mentors, and evaluators on how accurately to differentiate performance, provide useful feedback, and use evaluation results to inform decision making about professional development, improvement strategies, and personnel decisions.)

3. **Title VII (8100-8299)**

Indian Education

The mission of the Office of Indian Education is to support the efforts of local educational agencies, Indian tribes and organizations, postsecondary institutions, and other entities to meet the unique cultural, language, and educational needs of such students; and ensure that all students meet the challenging State academic standards.

4. **REAP (Rural Education Achievement Program) (8100-8299)**

Part B of Title VI of the reauthorized ESEA contains Rural Education Achievement Program (REAP) initiatives that are designed to help rural districts that may lack the personnel and resources to compete effectively for Federal competitive grants and that often receive grant allocations in amounts that are too small to be effective in meeting their intended purposes. The three initiatives are:

A. The Small, Rural School Grant Program (CFDA no. 84.358A) authorizes the Secretary to award formula grants directly to eligible LEAs (i.e., those LEAs eligible under the alternative uses of funds program described below) to carry out activities authorized under other specified Federal programs.

- o The Alternative Uses of Funds Authority is a flexibility provision that allows eligible local educational agencies (LEAs) to combine funding under certain programs to carry out local activities under other specified Federal programs.

B. The Rural and Low-Income School Program (CFDA no. 84.358B) is designed to address the needs of rural, low-income schools. The Secretary awards formula grants to State educational agencies (SEAs), which in turn award subgrants to eligible LEAs either competitively or on a formula basis. The funds are to be used to carry out activities specified by the statute.

5. **Lottery (8300-8599)**

In March 2000, Proposition 20, the Cardenas Textbook Act of 2000, was passed by California voters and amended the California State Lottery Act of 1984. Proposition 20 created restrictions for a portion of the lottery funds. More specifically, it required that beginning in 1998–99, 50 percent of the statewide growth in lottery funds for public education over the level set in the 1997–98 fiscal year be allocated on a per average daily attendance (ADA) basis to community colleges and to kindergarten and grades one through twelve (K–12) local educational agencies (LEAs), consisting of school districts, county offices of education, and charter schools for the purposes of instructional materials (GC Section 8880.4).

6. **Special Education (through SELPA, RSP program = Resource Specialist Program) (8600-8799)**

Funds are apportioned to special education local plan areas based on average daily attendance. The purpose of these funds is to provide educationally related mental health services, including out- of-home residential services for emotionally disturbed pupils, required by an individualized education program pursuant to the federal Individuals with Disabilities Education Act and as described in the California *Education Code* Section 56363.

ROSE R. BURCINA
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0B24780



(707) 836-0779
(707) 836-9079 ADMIN.FAX
(707) 836-8671 BENEFITS FAX
(707) 836-9479 W/C FAX

October 2, 2019

MEMORANDUM

TO: District Superintendents, Business Officials, and Workers' Comp. Contacts

FROM: Rose R. Burcina, Executive Director

SUBJECT: 2018-19 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2018-2019 report.

Member Districts are required to advise their governing board, before December 31, 2019, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$11,734,512 as of June 30, 2019. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

This does not require any action by RESIG's Member Districts' Board of Trustees. RESIG recommends that the report be placed on the agenda as an informational item, as part of the superintendent's report, or simply as part of the Consent Calendar to be received and filed.

If you have any questions, please feel free to contact Chris Spencer, RESIG's Workers' Compensation Claims Manager at (707) 836-0779 ext. 114 or myself at ext. 104.



Public Self Insurers

Business Profile - Annual Report

For Fiscal Year 2018-19

September 27, 2019
Redwood Empire Schools Insurance Group
5760 Skylane Blvd, Ste 100
Windsor, CA 95492 9742

FORM AR-2 (1-2016)

Employer

General Information:

Certificate Number	5536	Period Of Report	Annual
(Period) From	07/01/2018	(Period) To	06/30/2019

Master Certificate Holder:

Name	Redwood Empire Schools Insurance Group		
Address 1	5760 Skylane Blvd, Ste 100		
Address 2		FTIN	68-0019280
City	Windsor	State	CA Zip 95492 9742
State of Incorporation			

Affiliates:

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
1)	Alexander Valley Union School District	5536-001	
2)	West Sonoma County Union High School District	5536-002	
3)	Bellevue Union School District	5536-003	
4)	Bennett Valley Union School District	5536-004	
5)	Cloverdale Unified School District	5536-005	
6)	Cotati-Rohnert Park Unified School District	5536-006	
7)	Dunham School District	5536-007	
8)	Gravenstein Union School District	5536-008	
9)	Liberty School District	5536-009	
10)	Mark West Union School District	5536-010	
11)	Montgomery School District	5536-011	
12)	Oak Grove Union School District	5536-012	
13)	Old Adobe Union School District	5536-013	
14)	Rincon Valley Union School District	5536-014	
15)	Sebastopol Union Elementary School District	5536-015	
16)	Sonoma County Office of Education	5536-017	
17)	Sonoma Valley Unified School District	5536-018	
18)	Twin Hills Union School District	5536-019	
19)	Waugh School District	5536-020	
20)	Forestville Union School District	5536-021	
21)	Wilmar Union School District	5536-022	
22)	Piner-Olivet Union School District	5536-023	
23)	Windsor Unified School District	5536-026	
24)	Santa Rosa Elementary School District	5536-027	
25)	Santa Rosa High School District	5536-028	

State of California

Subsidiaries: (continued...)

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
26)	Harmony Union School District	5536-029	
27)	Petaluma City Union School District	5536-030	
28)	Petaluma City Joint Union High School District	5536-031	
29)	Guerneville School District	5536-032	
30)	Two Rock Union School District	5536-033	
31)	Cinnabar School District	5536-034	
32)	Geyserville Unified School District	5536-035	
33)	Monte Rio Union School	5536-036	
34)	Fort Ross School District	5536-037	
35)	Wright Elementary School District	5536-038	
36)	West Side Union School District	5536-039	
37)	Horicon School District	5536-040	
38)	Kenwood Elementary School District	5536-041	
39)	Roseland School District	5536-042	
40)	Kashia School District	5536-043	
41)	West County Transportation Agency	5536-044	
42)	Redwood Empire School Insurance Group	5536-045	
43)	Healdsburg Unified School District	5536-046	
44)	Sebastopol Independent Charter School	5536-047	
45)	Sonoma Charter School	5536-048	
46)	Santa Rosa Education Cooperative	5536-049	
47)	Piner Olivet Charter School	5536-050	
48)	Live Oak Charter School	5536-053	
49)	Russlan River Charter School	5536-056	
50)	Woodland Star Charter School	5536-057	
51)	Shoreline Unified School District	5536-0058	

State of California

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 11,781

Total Wages and Salaries Paid \$492,534,033

Addressed Correspondence For Related Self-Insurance Matters:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

Address 2

City Windsor

State CA Zip 95492

Web Site

State of California

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No
Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No
2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

Insurance Company Name	Policy Number	Policy Issue Date
1) Safely National Corporation	SP 4058450	07/01/2018
Attachment	CA CERTIFICATE.PDF	
Retention Limit	1,000,000.00	

3) Do you carry an aggregate (stop loss) workers' compensation insurance policy? No

State of California

Certification By Authorized Representative:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

Address 2

City Windsor

State CA **Zip** 95492

Name of Person Legally Responsible for this Electronic Signature:

Christopher N. Spencer (Date/Time of Signature) - 09/27/2019 15:23



Public Self Insurers

Claim Liability - Annual Report

For Period: 07/01/2018 - 06/30/2019

September 27, 2019
REDWOOD EMPIRE SCHOOLS INSURANCE GROUP
5760 Skylane Blvd., Ste 100
Windsor, CA 95492
FORM AR-2 (1-2016)

State of California

Claim Liability

Report Location Number: Identification of Location

Certificate Holder

5536-05-157 A

REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at
SANTA ROSA

Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2018	To Date-	06/30/2019
Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2019 reported prior to 2014/15	141	\$4,965,206	\$14,001,648	\$4,183,615	\$8,489,141	\$781,591	\$5,512,507
2) Open and closed Liabilities							
A) All Cases reported in 2014/15	428	\$1,564,830	\$2,234,539	\$1,315,120	\$1,657,341	\$249,710	\$577,198
2014/15 Cases open	22	\$888,002	\$1,336,308	\$638,292	\$759,110	\$249,710	\$577,198
B) All Cases reported in 2015/16	412	\$1,042,608	\$1,551,122	\$873,917	\$923,746	\$168,691	\$627,376
2015/16 Cases open	32	\$713,326	\$1,105,831	\$544,635	\$478,455	\$168,691	\$627,376
C) All Cases reported in 2016/17	515	\$775,425	\$1,537,366	\$565,434	\$1,030,036	\$209,991	\$507,330
2016/17 Cases open	41	\$470,400	\$1,010,072	\$260,409	\$502,742	\$209,991	\$507,330
D) All Cases reported in 2017/18	461	\$1,165,197	\$1,965,855	\$523,925	\$996,317	\$641,272	\$969,538
2017/18 Cases open	63	\$1,011,892	\$1,514,563	\$370,620	\$545,025	\$641,272	\$969,538
E) All Cases reported in 2018/19	459	\$599,181	\$1,620,331	\$293,836	\$436,368	\$305,345	\$1,183,963
2018/19 Cases open	193	\$522,659	\$1,416,679	\$217,314	\$232,716	\$305,345	\$1,183,963

	\$ Indemnity	\$ Medical
SUBTOTAL	\$2,356,600	\$9,377,912

3) Estimate Future Liability (Indemnity Plus Medical)

TOTAL \$11,734,512

4) Total Benefits Paid During 2018/19 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

	\$ Indemnity	\$ Medical
	\$984,127	\$1,965,542

5) Number of MEDICAL-ONLY Cases Reported in 2018/19

335

6) Number of INDEMNITY Cases Reported in 2018/19

124

7) Total of 5 and 6 (Also entered in 2E above)

459

8) Total Number of open Indemnity Cases (All Years)

492

9) Number of Fatality Cases Reported in 2018/19

0

10) (a) Number of FY 2018/19 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2018/19

2

10) (b) Number of non-FY 2019 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2018/19

3

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

0

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

0

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: CA Open Indemnity List 2018-2019.pdf

State of California

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C. Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

Instructions To Claims Administrator For Specific Excess Insurance

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0".

\$ 434926

Files Uploaded

Specific Excess Insurance Policy pages: 2019 Excess Credit Calculation Form (Submitted to DIR).xls

Certification

Adminstrating Agency's Certificate Number 157

☐ Or Self Administered

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name REDWOOD EMPIRE SCHOOLS INSURANCE GROUP

Name ChrIs Spencer

Phone (707) 836-0779

Fax

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd., Ste 100

Address 2

City Windsor

State CA Zip 95492

Name of Person Legally Responsible for this Electronic Signature:

Christopher N Spencer (Date/Time of Signature) -09/27/2019 15:26

Kashia ESD

Board Policy

Concepts And Roles

BP 7000

Facilities

The Board of Trustees recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district. Because the school serves as a focal point for the community, the Board shall also strive to ensure that district facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.

(cf. 9000 - Role of the Board)

The Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings

(cf. 7111 - Evaluating Existing Buildings)

2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them

3. Determine the method of financing that will be used

(cf. 7210 - Facilities Financing)

4. Select and purchase school sites for future expansion

(cf. 7150 - Site Selection and Development)

5. Approve the selection of architects and structural engineers

(cf. 7140 - Architectural and Engineering Services)

6. Award contracts for design and construction

7. Name schools and individual buildings

(cf. 7310 - Naming of Facility)

8. Advocate school facility needs to the community

(cf. 7110 - Facilities Master Plan)

(cf. 7131 - Relations with Local Agencies)

The Superintendent/Principal or designee shall:

1. Assess the district's short- and long-term facility needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and award of contracts

(cf. 3311 - Bids)

4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities

5. Represent the district in official governmental interactions related to the building program

Legal Reference:

EDUCATION CODE

17210-17224 General provisions (school sites)

17260-17268 Plans of schoolhouses

17280-17317 Approval of plans and supervision of construction

17340-17343 Building of schoolhouses

17350-17360 Factory-built school buildings

17365-17374 Fitness of buildings for occupancy; liability of board members

17400-17429 Leasing of school buildings

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards

14010 Procedure for site acquisition

14030 Preliminary procedure, planning and approval of school facilities

14031-14032 Submissions to bureau of school facilities planning; approval

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Facilities Master Plan

BP 7110

Facilities

The Board of Trustees recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent/Principal or designee to develop and maintain a master plan for district facilities.

The plan shall describe the district's anticipated short- and long-term facilities needs and priorities and shall be aligned with the district's educational goals.

(cf. 0000 - Vision)

(cf. 7000 - Concepts and Roles)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7131 - Relations with Local Agencies)

(cf. 7210 - Facilities Financing)

The Superintendent/Principal or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent/Principal or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.

(cf. 1220 - Citizen Advisory Committees)

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of the existing school site or the necessity to acquire additional school sites, the Superintendent/Principal or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent/Principal or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

Legal Reference:

EDUCATION CODE

16011 Long range comprehensive master plan

16322 Department of Education services

17017.5 Approval of applications for projects

17251 Powers and duties of CDE

17260-17268 Plans of schoolhouses

17280-17317 Field Act

17365-17374 Fitness for occupancy

17405 Relocatable structures; lease requirements

35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

65352.2 Communicating and coordinating of school sites

65995.6 School facilities needs analysis

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards

14030-14036 Standards, planning and approval of school facilities

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

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

CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Evaluating Existing Buildings

AR 7111

Facilities

The Superintendent/Principal or designee shall periodically evaluate the adequacy, design, and conditions of existing district facilities to determine whether they meet the needs of the instructional program and provide a healthful and pleasing environment for students and staff. He/she also shall determine whether district facilities fulfill legal requirements for safety and structural soundness, access for the disabled, and energy conservation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3511 - Energy and Water Management)
(cf. 3514 - Environmental Safety)
(cf. 3515 - Campus Security)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3517 - Facilities Inspection)

In addition, the Superintendent/Principal or designee shall regularly calculate the capacity of existing school buildings to adequately house the district's current students and projected enrollments.

Any identified needs for repair, modernization, or construction shall be incorporated into the district's facilities planning process.

(cf. 7110 - Facilities Master Plan)

Structural Safety

In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Board of Trustees that a district building is unsafe for use, the Superintendent/Principal or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. The Board shall establish a system of priorities for the repair, reconstruction, or replacement of unsafe school buildings. (Education Code 17367)

A relocatable school building or structure shall meet the requirements of Education Code 17280-17317 and 17365-17374 pertaining to structural safety. However, a relocatable building that does not meet the requirements of Education Code 17280 may be used as a school building until September 30, 2015, if all the conditions specified in Education Code 17292 are met and the Board so certifies to the Department of General Services. (Education Code 17291, 17292)

Energy Efficiency

To the extent that services are available, the Superintendent/Principal or designee shall arrange for the energy audit of school buildings to identify the type and amount of work necessary to retrofit buildings and obtain an estimate of projected energy savings. The district

may contract with qualified businesses capable of retrofitting these buildings and may borrow funds which do not exceed the amount of energy savings to be accumulated from the improvement of the buildings. (Education Code 17651-17653)

Legal Reference:

EDUCATION CODE

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

17071.10-17071.40 Existing school building capacity

17280-17316 Building approvals

17365-17374 Fitness for occupancy

17650-17653 Retrofitting school facilities for energy conservation

GOVERNMENT CODE

53097 Compliance with city or county ordinances

53097.5 Inspection of schools by city or county

CODE OF REGULATIONS, TITLE 2

1859-1859.106 Regulations relating to the Leroy F. Greene School Facilities Act of 1998

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management

WEB SITES

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

California Department of Education, School Facilities Division: <http://www.cde.ca.gov/ls/fa>

California Energy Commission, Bright Schools Program:

<http://www.energy.ca.gov/efficiency/brightschoools>

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

Department of General Services, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Relations With Local Agencies

BP 7131

Facilities

The Board of Trustees recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law and whenever the expertise and resources of these agencies can assist the district in the planning, design and construction of facilities.

Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)

The Superintendent/Principal or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs.

(cf. 7150 - Site Selection and Development)

Recognizing that available funds may not suffice to eliminate overcrowding in district school caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

(cf. 7210 - Facilities Financing)

(cf. 7211- Developer Fees)

Notifications to Other Local Agencies

The Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)

1. That conditions of overcrowding exist within the district school which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions
2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

The above notice shall specify the mitigation measures considered by the district and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

The Superintendent/Principal or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis or facilities master plan, the acquisition of a school site, or other action regarding school facilities in accordance with law.

(cf. 7110 - Facilities Master Plan)

Legal Reference:

EDUCATION CODE

17280-17316 Approval of plans and supervision of construction

35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Compliance with city or county regulations

65300-65307 Authority for and scope of general plans

65352.2 Communication between cities, counties and school districts

65850-65863.11 Adoption of regulations

65970-65981 School facilities

65995-65998 Developer fees

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act of 1970

CODE OF REGULATIONS, TITLE 5

14010 Procedure for site acquisition

CODE OF REGULATIONS, TITLE 14

15000-15285 Implementation of California Environmental Quality Act of 1970

Management Resources:

WEB SITES

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

CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Architectural And Engineering Services

BP 7140

Facilities

In order to ensure safe construction and protect the investment of public funds, the Board of Trustees requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Superintendent/Principal or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids)

Legal Reference:

EDUCATION CODE

17070.50 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of governing board

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Architectural And Engineering Services

AR 7140

Facilities

The Board of Trustees shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)

(cf. 3312 - Contracts)

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

The Superintendent/Principal or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Ensures that projects entail maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

(cf. 9270 - Conflict of Interest)

The selection process may also include: (Government Code 4527)

1. Detailed evaluations of current statements of prospective contractors' qualifications and performance data
2. Discussion of alternative approaches for furnishing the services with at least three firms
3. Selection of at least three firms deemed to be the most highly qualified to provide the required services, in accordance with established criteria and recommended in order of preference

Contracts shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the district. (Education Code 17316)

Kashia ESD

Board Policy

Site Selection And Development

BP 7150

Facilities

The Board of Trustees believes that a school site should serve the district's educational needs in accordance with the district's master plan as well as show potential for contributing to other community needs.

(cf. 7110 - Facilities Master Plan)

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9320 - Meetings and Notices)

The Superintendent/Principal or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

(cf. 7140 - Architectural and Engineering Services)

(cf. 7210 - Facilities Financing)

Before acquiring property for a new school or an addition to an existing school site, the Board shall evaluate the property at a public hearing using state site selection standards. (Education Code 17211)

Environmental Impact Investigation for the Site Selection Process

The Superintendent/Principal or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act whenever so required. When evaluating district projects, the CEQA guidelines shall be used.

Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

Legal Reference:

EDUCATION CODE

17006 Definition of self-certifying district

17024 Prior written approval of CDE for selection of school site or construction of building

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

17210-17224 General provisions (school sites)

17240-17245 New Schools Relief Act

17250.20-17250.35 Design-build contracts

17251-17253 Powers concerning buildings and building sites

17260-17268 Plans

17280-17317 Approvals

17565-17592.5 Board duties re management and control of school property

35271 Power to acquire and construct on adjacent property

35275 New school planning and design, re consultation with local recreation and park authorities

CODE OF CIVIL PROCEDURE

1263.710-1263.770 Remediation of hazardous substances on property to be acquired by school district

GOVERNMENT CODE

53094 Authority to render zoning ordinances inapplicable

65402 Acquisition or disposition of property

65995-65997 Developer fees

66455.9 Written notices of proposed public school site within development; investigation and report; conditions for acquisition

HEALTH AND SAFETY CODE

44360 Risk assessment

PUBLIC RESOURCES CODE

21000-21177 Implementation of Environmental Quality Act

CODE OF REGULATIONS, TITLE 5

14001-14036 Minimum standards

CODE OF REGULATIONS, TITLE 14

15000-15209 Review and evaluation of EIRs and negative declarations

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 130 (1999)

Management Resources:

WEB SITES

CDE, School Facilities Planning Division: <http://www.cde.ca.gov/dmsbranch/sfpdiv>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Facilities Financing

BP 7210

Facilities

When it is determined that school facilities must be built or expanded to accommodate a increased or projected increased enrollment, the Board of Trustees shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

The Superintendent/Principal or designee shall research funding alternatives and recommend to the Board the method that would best serve district needs as identified in the district's master plan for school facilities.

(cf. 7110 - Facilities Master Plan)

These funding alternatives may include, but not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998

(cf. 7211- Developer Fees)

2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act

(cf. 7212 - Mello-Roos Districts)

3. Forming a school facilities improvement district pursuant to Education Code 15300-15425

(cf. 7213 - School Facilities Improvement Districts)

4. Issuing voter-approved general obligation bonds

5. Imposing a qualified parcel tax pursuant to Government Code 50079

6. Using lease revenues for capital outlay purposes from surplus school property

Legal Reference:

EDUCATION CODE

15100-17059.2 School bonds, especially:

15122.5 Ballot statement

15300-15327 School facilities improvement districts

17000-17059.2 State School Building Lease-Purchase Law of 1976

17060-17066 Joint venture school facilities construction projects
17070.10-17076.10 Leroy F. Greene School Facilities Act of 1998
17085-17095 State Relocatable Classroom Law of 1979
17582 District deferred maintenance fund
17620-17626 Levies against development projects by school districts especially:
17621 Procedures for levying fees

GOVERNMENT CODE

6061 One time notice
6066 Two weeks' notice
50075-50077 Voter-approved special taxes
50079 School districts; qualified special taxes
53175-53187 Integrated Financing District Act
53311-53368.3 Mello-Roos Community Facilities Act of 1982
53753 Assessment notice and hearing requirements
53753.5 Exemptions
54954.1 Mailed notice to property owners
54954.6 New or increased tax or assessment; public meetings and hearings; notice
65864-65867 Development agreements
65970-65980.1 School facilities development project
65995-65998 Payment of fees against a development project
66000-66008 Fees for development projects
66016-66018.5 Development project fees
66020-66025 Protests and audits

HEALTH AND SAFETY CODE

33445.5 Overcrowding of schools resulting from redevelopment
33446 School construction by redevelopment agency

CALIFORNIA CONSTITUTION

Article 13D, Sections 1-6 Assessment and property related fee reform

UNCODIFIED STATUTES

17696-17696.98 Greene-Hughes School Building Lease-Purchase Bond Law of 1986

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

COURT DECISIONS

Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256

Ehrlich v. City of Culver City (1996) 12 Cal.4th 854

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495

Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320, 4 Cal.Rptr.2d 897

Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 149 (1996)

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Developer Fees

BP 7211

Facilities

In order to finance the construction or reconstruction of school facilities needed to accommodate students coming from new development, the Board of Trustees may establish, levy and collect developer fees on residential, commercial and industrial construction within the district, subject to restrictions specified by law and administrative regulation.

Appeals Process for Protests by Developers

The Superintendent/Principal or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)

Legal Reference:

EDUCATION CODE

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

17582 District deferred maintenance fund

17620-17626 Levies against development projects by school districts

GOVERNMENT CODE

6061 One time notice

6066 Two weeks' notice

65352.2 Level 2 funding notification requirement

65864-65869.5 Development agreements

65995-65998 Payment of fees against a development project

66000-66008 Fees for development projects

66016-66018.5 Development project fees

66020-66025 Protests and audits

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

COURT DECISIONS

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Developer Fees

AR 7211

Facilities

Level 1 Funding: Residential, Commercial and Industrial Construction

Before taking action to establish, increase or impose developer fees, the Board of Trustees shall conduct a fee justification study which: (Government Code 66001)

1. Identifies the purpose of the fee and the use to which the fee will be put
2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed
3. Determines a reasonable relationship between the need for the public facility and the type of development project for which the fee is imposed
4. Determines a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributed to the development for which the fee is imposed

Level 1 Funding: Notice and Hearing Requirements

Before levying developer fees or prior to increasing an existing fee, the Board shall schedule a public hearing. The Superintendent/Principal or designee shall mail notice of the time and place of the meeting, including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)

Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition and school construction shall be made available to the public at least 10 days before the hearing. (Government Code 66016)

At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016) The resolution shall set forth:

1. The purpose of the fee and the public improvement(s) that the fee will be used to finance (Government Code 66006)
2. The Board's findings of reasonable relationship which justify the fees pursuant to Government Code 66001

3. The district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)

a. That the fees are to reimburse the district for previous expenditures

b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated and the district has adopted a proposed construction schedule or plan

Level 2 Funding: Residential Construction

In order to impose residential construction fees within the limits of Government Code 65995.5, the Board shall: (Government Code 65995.5)

1. Make a timely application to the State Allocation Board for new construction funding for which it is eligible

2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6

3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D) (Government Code 65995.5)

Level 2 Funding: Notice and Hearing Requirements

At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)

(cf. 7131 - Relations with Local Agencies)

The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)

This analysis may not be adopted until the analysis, in its final form, has been made available to the public for a period of not less than 30 days. Prior to its adoption, the public shall have the opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)

During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. (Government Code 65995.6)

No less than 30 days prior to the hearing, notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the district. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous places within the district's jurisdiction not less than 30 days prior to the hearing. (Government Code 65995.6)

In addition, the Superintendent/Principal or designee shall mail a copy of the needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 65995.6)

The school facility needs analysis may be revised at any time. The revision is subject to the same conditions and requirements applicable to the adoption of the analysis. The existing school building capacity shall be recalculated as part of any revision to the needs analysis. (Government Code 65995.6)

The fees authorized by Government Code 65995.6 and Government Code 65995.7 shall be adopted by resolution as part of the adoption or revision of the school facilities needs analysis. The fees shall take effect immediately upon adoption of the resolution and may not be effective for more than one year. (Government Code 65995.6)

Level 3 Funding: Residential Construction

When Level 3 fees are authorized by law and the district qualifies for Level 2 funding pursuant to Government Code 65995.5, the Board may assess a fee on residential construction pursuant to the requirements of Government Code 65995.7.

Level 3 Funding: Notice and Hearing Requirements

Pursuant to Government Code 65995.7, the notice and hearing requirements, resolution requirement, and term of effectiveness for Level 3 funding shall be the same as the requirements for Level 2 funding as specified above.

All Developer Funding Fees: Additional Requirements

The district shall send a copy of any resolution adopting or increasing developer fees to the city and county, accompanied by all relevant supporting documentation and a map indicating the boundaries of the area subject to the fee. (Education Code 17621)

In cooperation with local governmental agencies issuing building permits, the Superintendent/Principal or designee shall establish a means by which all of the following shall be accomplished:

1. The project applicant shall receive a written statement of the amount of the fees and notification that the 90-day approval period during which the applicant may protest has begun. (Government Code 66020)
2. The Superintendent/Principal or designee shall receive and retain acknowledgment that the above notification was received.
3. Before a permit is issued and upon the payment of the applicable fee or requirement, the Board shall immediately certify that the fee has been paid or that the district has determined that the fee does not apply to the development project. (Education Code 17620)

Developer fees shall be deposited, invested, accounted for and expended pursuant to Government Code 66006. Developer fees shall be deposited in a separate capital facilities account, except

for temporary investments allowed by law, and shall be used only for the purpose for which they were collected. Interest income earned by the capital facilities account shall also be deposited in that account and used only for the purpose for which the fee was originally collected. (Government Code 66006)

For each separate account so established, the Superintendent/Principal or designee shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year: (Government Code 66006)

1. A brief description of the type of fee in the account or fund
2. The amount of the fee
3. The beginning and ending balance of the account or fund
4. The amount of the fees collected and the interest earned
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the district determines that sufficient funds have been collected to complete financing on an incomplete public improvement
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan
8. The amount of refunds made pursuant to Government Code 66001(e) and any allocations made pursuant to Government Code 66001(f)

The Board shall review the above information at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen-day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code 66006. (Government Code 66006)

In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)

1. Identify the purpose to which the fee is to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified

4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund

When sufficient funds have been collected to complete the financing of public improvements but such improvements remain incomplete, the district shall, within 180 days of the date that a determination of sufficient funding was made, either identify an approximate date by which construction will begin or refund the unexpended revenues in accordance with Government Code 66001. (Government Code 66001)

Appeals Process for Protests by Developers

Developers of residential, commercial and industrial projects who claim that the developer fee has been inappropriately levied shall use the following procedures: (Government Code 66020)

1. The developer shall tender any required payment in full or provide satisfactory evidence of arrangements to pay the fee when due or ensure performance of the conditions necessary to meet the requirements of the imposition.

2. The developer shall serve written notice to the Board. This notice shall include:

a. A statement that the required payment is tendered or will be tendered when due, or that any conditions which have been imposed are provided for or satisfied, under protest

b. A statement informing the Board of the factual elements of the dispute and the legal theory forming the basis for the protest

3. The protest shall be filed at the time of approval or conditional approval of the development or within 90 days after the date of the imposition of the fees.

At the time of the imposition of the fee, the Superintendent/Principal or designee shall provide each project applicant written notice that the 90-day period in which the applicant may initiate a protest has begun. The developer may file an action to attack, review, set aside, void or annul the imposition of the fees imposed on the development project within 180 days of delivery of the notice. (Government Code 66020)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
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Kashia ESD

Board Policy

Mello Roos Districts

BP 7212

Facilities

The Board of Trustees desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order the formation of a community facilities/Mello-Roos district for the acquisition or improvement of school facilities when, in the Board's judgment, it is advisable and in the best interest of district students and the community.

- (cf. 7110 - Facilities Master Plan)
- (cf. 7111 - Evaluating Existing Buildings)
- (cf. 7210 - Facilities Financing)
- (cf. 7211 - Developer Fees)
- (cf. 7213 - School Facilities Improvement Districts)

Prior to forming a community facilities district, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the community facilities district, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8

- (cf. 5116 - School Attendance Boundaries)

The Board may initiate the proceedings to establish a community facilities district. In addition, the Board shall initiate such proceedings when any two Board members have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed. (Government Code 53317)

Upon Board action to form a community facilities district or receipt of a petition or request, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the community facilities district which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing a copy of the resolution of

intention in a newspaper of general circulation pursuant to Government Code 6061, starting at least seven days before the hearing, and shall include the requirements specified in Government Code 53322 and 53322.4. (Government Code 53321, 53322, 53322.4)

If, after the hearing, the Board determines to establish a community facilities district, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

Upon approval by two-thirds of the voters in the proposed community facilities district, the tax may be levied. The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

WEB SITES

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

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Annapolis, California

Kashia ESD

Board Policy

School Facilities Improvement Districts

BP 7213

Facilities

The Board of Trustees desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students.

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Facilities Financing)

The Board has determined that it is necessary and in the best interest of the district to form a school facilities improvement district to finance any or all of the improvements set forth in Education Code 15100 and finds that the overall cost of financing the bonds issued would be less than the overall cost of other school financing options available to the district including, but not limited to, issuing bonds pursuant to the Mello-Roos Community Facilities Act. The Board shall define the boundaries of the school facilities improvement district to include any portion of territory within the jurisdiction of the school district, including the option of including the territory of an existing Mello-Roos community facilities district. (Education Code 15301)

(cf. 7212 - Mello-Roos Districts)

The Superintendent/Principal or designee shall establish procedures consistent with Education Code 15100-15262 governing the financing of bonds, bond elections, and the issuance and sale of bonds.

Board Resolution of Intention

The Board may pursue the authorization and issuance of bonds by approval of either 66.67 percent majority or 55 percent majority of the voters within the proposed territory of the school facilities improvement district and shall adopt a resolution of intent to form an improvement district. In order to proceed with an election requiring a 55 percent approval of the voters, two-thirds of the Board shall agree to such an election and the district shall comply with the accountability provisions, including the requirements regarding the citizens' oversight committee, required for 55 percent approval set forth in Education Code 15264-15288. (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

(cf. 9323.3 - Actions by the Board)

The Board's resolution of intention shall state all of the following: (Education Code 15320)

1. The Board's intention to form the proposed school facilities improvement district
2. The purpose for which the proposed district is to be formed
3. The estimated cost of the school facilities improvement project
4. That any taxes levied for financing general obligation bonds issued to finance the project shall be levied exclusively upon the lands in the proposed school facilities improvement district
5. That a map showing the exterior boundaries of the proposed district is on file with the Board and available for public inspection, and that these boundaries meet the requirements of Education Code 15301
6. The time and place for a Board hearing on the formation of the proposed district
7. That any interested persons, including all persons owning lands in the district or in the proposed school facilities improvement district, may appear and be heard at the above hearing

The Board shall hold the hearing as specified in its resolution and may, at the hearing, adopt a resolution proposing modifications of its above-stated purposes. (Education Code 15322, 15323)

Notice of the hearing shall be given by publishing a copy of the resolution of intention in a newspaper of general circulation pursuant to Government Code 6066, starting at least 14 days before the hearing. No other notice shall be required. (Education Code 15321)

When hearings are concluded, the Board may, by resolution, order the formation of a school facilities improvement district with the boundaries described in the resolution. The resolution shall state the estimated cost of carrying out described purposes and shall number and designate the improvement district as specified in Education Code 15326. (Education Code 15326)

Legal Reference:

EDUCATION CODE

- 15100-15111 Purposes for authorizing bonds
- 15120-15262 Election procedures and issuance of bonds
- 15264-15288 Accountability in local school construction
- 15300-15425 School facilities improvement districts

GOVERNMENT CODE

- 6066 Two weeks' notice
- 50075-50077.5 Voter-approved special taxes
- 50079 School districts; qualified special taxes
- 53175-53187 Integrated Financing District Act
- 53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

WEB SITES

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

CSBA, District and Financial Services, Proposition 39 Bond Performance Audit Program:

<http://www.csba.org/Services/Services/DistrictServices/Proposition39BondAudits.aspx>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

General Obligation Bonds

BP 7214

Facilities

The Board of Trustees recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The Board shall determine the appropriate amount of the bonds in accordance with law.

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in items

#1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 6151 - Class Size)
3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)

The Superintendent/Principal or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67

percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The

Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution, available funding instruments, the costs and suitability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), items #1-4 above and the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds shall be included in the resolution to be adopted by the Board. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds

3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully

available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 School district election

15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53506-53509.5 General obligation bonds

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley

Unified School District (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

WEB SITES

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

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

General Obligation Bonds

AR 7214
Facilities

Election Notice

Whenever the Board of Trustees orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent/Principal or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

Citizens' Oversight Committee

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a district student
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

(cf. 9270 - Conflict of Interest)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee may serve for no more than three consecutive terms of two years each. They shall serve without compensation. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution

(cf. 3460 - Financial Reports and Accountability)

2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district
4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:

- a. Mechanisms designed to reduce the costs of professional fees
- b. Mechanisms designed to reduce the costs of site preparation
- c. Recommendations regarding the joint use of core facilities

(cf. 1330.1 - Joint Use Agreements)

- d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design

- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans
(cf. 7110 - Facilities Master Plan)

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions.
(Education Code 15280)

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

(cf. 9320 - Meetings and Notices)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

Reports

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: October 9, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Naming Of Facility

BP 7310

Facilities

The Board of Trustees shall name schools or individual buildings in recognition of:

1. Individuals, living or deceased, who have made outstanding contributions to the county or community
2. Individuals, living or deceased, who have made contributions of state, national or worldwide significance
3. The geographic area in which the school or building is located

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. 1220 - Citizen Advisory Committees)

The renaming of the existing school or major facilities shall occur only under extraordinary circumstances and after thorough study.

Memorials

Upon request, the Board shall consider naming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members who have been deceased for at least one year.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 9, 2019 Stewarts Point, California

KASHIA UNION ELEMENTARY SCHOOL

MASTER CALENDAR

2019-20

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F
JULY				
				0
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

SEPTEMBER				
				19
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
				22
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
				15
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
				14
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	TH	F
JANUARY				
				19
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
				15
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
				22
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

MAY				
				19
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Certificated	184

K-8 TRIMESTER ENDS		
First	60	November 15
Second	63	March 13
Third	57	June 12
	180	

	Holiday
	Staff Development
	First Day of School
	Emergency Days

HOLIDAYS	
10 Mo.	10

Emergency Days
Friday, March 27
Friday, May 22

TOTAL STUDENT DAYS
180

Board Adoption:



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Joseph Stephen Swain
SSN XXX-XX-3376
Name of Employing Agency Kashia School District
County/District/CDS Code 49-70888

☒ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- ☒ Distributed job announcements
☒ Contacted college or university placement centers
☒ Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- ☐ Advertised in professional journals
☐ Attended job fairs in California
☐ Attended recruitment out-of-state
☐ Contacted California teacher recruitment centers
☒ Advertised in local/national newspapers
☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit

3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

☒ **Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- ☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____ Superintendent / Principal

Date _____