

Agenda
Governing School Board
Wednesday, February 12, 2020
4:00 p.m.
Office, Kashia School District

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

Glenda Antone _____

Maxine Barboza _____

Charlene Pinola _____

Frances Johnson _____

Joseph Swain _____

Patti Pomplin _____

2. Approval of Agenda

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

Public comment on any item of interest to the public that is within in the Board's jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon.

4. Communication

SCOE – First Interim Review

5. Consent Agenda

5.1 Approve Minutes from January 22, 2020

5.2 Approve Warrants for January 2020

6. Reports and Communications

6.1 Governing Board Members

6.2 Superintendent

6.3 Teacher/Aide

6.4 Business Manager

6.5 PTO

7. Items Scheduled for Information and Discussion

7.1 First Reading Board Policies

BP1000 Concepts and Roles

BP1020 Youth Services

BP1100 Communication with the Public

BP1112 Media Relations

BP1113 District and School Web Sites

AR1113 District and School Web Sites

BP1230 School Connected Organizations

AR1230 School Connected Organizations

BP1240 Volunteer Assistance

AR1240 Volunteer Assistance

BP1250 Visitors/Outsiders

AR1250 Visitors/Outsiders

BP1260 Educational Relations

Agenda - Continued
Governing School Board
Wednesday, February 12, 2020
4:00 p.m.
Office, Kashia School District

- 7.2 Ending Balance Review
- 8. Items Scheduled for Discussion and Action
 - 8.1 Approve Updated Certificated Salary Schedule starting July 1, 2020
 - 8.2 Approve Bonus for Joseph Swain
 - 8.3 Approve Budget Updates
 - 8.4 Approve Winter Consolidated Application
- 9. Items Scheduled for Future Board Meetings
 - 9.1 Board Policies
 - 9.2 Budget Review
 - 9.3 2nd Interim Report
- 10. Adjournment to Closed Session
 - 10.1 Classroom Safety Protocol
 - 10.2 After Hours Playground
 - 10.3 Summer Investigation Results
- 11. Adjournment

Next Regular Board Meeting
Wednesday, March 11, 2020 4:00pm

January 9, 2020

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 42131, a review of Kashia School District's (District) First Interim Report for fiscal year 2019-20 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2019-20 First Interim Report as Positive. After a review of the financial data, the County has accepted the report as **Positive**. This letter addresses various concerns of the County as well as standard reminders.

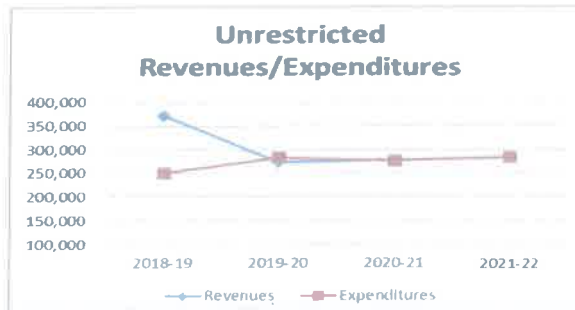
State Budget

The 2019-20 enacted State Budget provides approximately \$3.566 billion in additional funds for LCFF; funding the statutory 3.26% COLA. However, one-time discretionary funding in 2019-20 has been eliminated for the first time in over five years. A Special Education Early Intervention Preschool Grant was included in June, and is considered unrestricted one-time funding until legislative action is taken. As always, with the volatility of State revenue, future STRS and PERS contribution rates, and economic risks on the horizon, it is important to embrace best business practice and budget to live within your means.

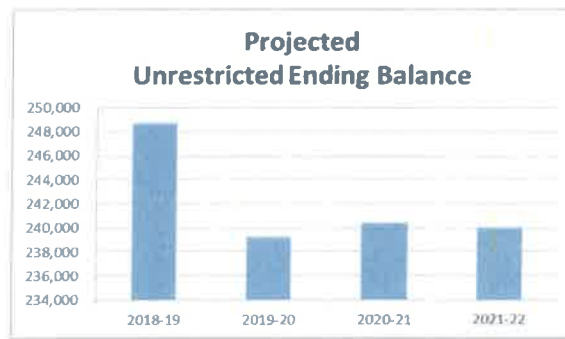
Since the State Budget adoption, the Legislative Analyst's Office has published a Fiscal Outlook that changes the COLA for 2020-21 from 3% to 1.79%. Governor Gavin Newsom will release his State Budget Proposal on January 10, 2020, which will confirm COLA estimates for the current and following years, as well as the many other factors that will change.

First Interim and Multi-Year Projection (MYP)

The District's First Interim Report MYP, projects unrestricted deficit spending of -\$9,520 in 2019-20, and -\$398 in 2021-22 and an increase in unrestricted fund balance of \$1,199 in 2020-21. The graph below depicts the gap between projected revenue and expenditures:



The State minimum reserve for economic uncertainty of 69,000 is met in in all three years. The District is currently projecting that the unrestricted ending fund balance as shown below:



Collective Bargaining

Based upon the Criteria and Standards, negotiations with all 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.

Summary

Our Office appreciates the preparation and timely submittal of your 2019-20 First Interim Budget report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2020. **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

cc:

Patty Pomplin, District CBO

Dr. Steven D. Herrington, County Superintendent of Schools

Mary Downey, Deputy Superintendent Business, SCOE

Cindy Gordon, District Fiscal Management Advisor, SCOE

Kashia School District
Minutes
Board Meeting, January 22, 2020

1. Meeting called to order at 4:15 by Board Clerk Glenda Antone
Roll Call: Trustee Glenda Antone, Trustee Maxine Barboza
Absent: Trustee Charlene Pinola
Staff: Frances Johnson, Patti Pomplin, Joseph Swain
Community: None
2. Approval of Agenda: Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication – None
5. Consent Agenda
Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously to approve the consent agenda as presented.
 - 5.1 Approved Minutes from December 11 and December 18, 2019
 - 5.2 Approved Warrants from December 2019
 - 5.3 Approve MOU for Janet VanWinkle – Academic Assessments
 - 5.4 Approve Williams Quarterly Report for October 2019 to December 2019
 - 5.5 Approve RESIG Resolution 01222020 Amended Joint Power Agreement
 - 5.6 Approve Form 700 signatures for Board of Trustees
 - 5.7 Approve Year 2 of 3 Year Auditor Contract
6. Reports and Communications
 - 6.1 Governing Board – Trustee Antone concerned about what’s happening on the reservation, extra precautions need to happen for scheduled school closure in February. Also expressed concern over the summer investigation and said the way in which it was handled by SCOE contributed to the escalation of events on the reservation (to the point it is affecting community and school safety). She requested a closed session to discuss and take action on the matter.
 - 6.2 Superintendent – will hold a valentine party for Purple Heart to show appreciation for their support and fiscal sponsorship; plan to highlight sponsors on the new website to show where contributions are being spent and how they are adding to student education; working with Tribal Chair on water shed; working with Sonoma State on cultural studies including native language; Joseph doing a wonderful job and picking up a lot of the classroom responsibilities; sickness going around campus students and staff.
 - 6.3 Aide – did webinar for new website training; projector mounted; training for steelhead project; receiving equipment help from SCOE including a laser cutter and a 3D printer; commented that on days with high tension in the community, he leaves on the cameras and monitors them for suspicious activity.

6.4 Business Manager – participated in the webinar for the new website training; attending LCAP workshop through SCOE.

6.5 PTO – None

7. Items Scheduled for Information and Discussion

7.1 Review Multi Year Projections

Looked at actual historical information from 2015-16 through projections up to 2021-22.

7.2 Review School Safety Plan

This item will continue to be updated as staff and community share their input.

7.3 Review Teacher Salary

Superintendent asked board to consider matching the salary schedule to be competitive with Horicon School using Kashia's unit base and Horicon's current salary amounts. She also discussed adding a stipend/bonus to Joseph's pay for his extra work. Both items will be on the February agenda for action.

7.4 Playground Off Hours and Rules

It was stated that over Christmas break, people hopped over the fence to play on the playground equipment, one person cut their hand and loud music was being played. Signs are up and cameras are active. This will be a closed session item at the February meeting to discuss protocol and necessary measures to protect the students, staff and campus.

8. Items Scheduled for Discussion and Action

8.1 Adopt 2018-19 Audit Report

Business manager reviewed reports and answered questions. Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously to approve the 2018-19 audit as presented.

8.2 Approve School Accountability Report Card (SARC)

SARC was submitted electronically. Moved by Trustee Antone, seconded by Trustee Barboza and passed unanimously by the board to approve the School Accountability Report Card as presented and submitted.

8.3 Final Reading Board Policies

Moved by Trustee Antone, seconded by Trustee Barboza and passed unanimously by the board to approve the Board Policies as reviewed.

BP 3270 Sale & Disposal of Books, Equipment & Supplies

AR 3270 Sale & Disposal of Books, Equipment & Supplies

BP 3314 Payment for Goods & Services

AR 3314 Payment for Goods & Services

BP 3320 Claims & Actions Against the District

AR 3320 Claims & Actions Against the District

E 3320 Claims & Actions Against the District

BP 3350 Travel Expenses

BP 3400 Management of District Assets/Accounts

AR 3400 Management of District Assets/Accounts

BP 3515.2 Disruptions

AR 3515.2 Disruptions

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Budget Review

9.3 Teacher Salary Schedule

9.4 Bonus for Joseph Swain

9.5 Closed Session: After Hours Playground Christmas Incident;
Classroom/School Safety Protocol; Prior Year Investigation

9.6 2nd Interim Report

10. Meeting Adjourned at 5:27

Next Meeting
February 12, 2020 Meeting

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1764401	01/10/2020	Amerigas	01-5510	200821025		420.28
1764402	01/10/2020	Employment Development Dept.	01-9555	94205275 19/4		6.65
1764403	01/10/2020	ESP & Alarms Inc	01-5832	jan to mar 874-599		90.00
1764404	01/10/2020	Frontier Communications	01-5911	70778596821013815		209.47
1764405	01/10/2020	Gualala Supermarket	01-4310	holiday/parent activities		286.87
1764406	01/10/2020	Houghton Mifflin Harcourt	01-4310	96167016		87.83
1764407	01/10/2020	Frances Johnson	01-5202	project santa/funeral		44.85
1764408	01/10/2020	Joseph Swain	01-4310	rewards		52.70
1764409	01/10/2020	Linda Mahoney	01-4310	purple heart grant supplies		56.05
1764410	01/10/2020	Coleen McCloud	01-5200	lunch pick up	71.30	
1764411	01/10/2020	Pacific Gas & Electric	01-5800	pick up lunches	81.00	152.30
1764412	01/10/2020	Gene Parrish	01-5520	94383733055		61.86
1764413	01/10/2020	Patti Pomplin	01-4390	Jeremiah xmas		30.00
1764414	01/10/2020	Robert Sibley	01-4310	classroom supplies		275.95
1766683	01/22/2020	ESP & Alarms Inc	01-9515	statedate check from March		26.56
1766684	01/22/2020	Joseph Swain	01-5832	feb to april 874-099		90.00
1766685	01/22/2020	Patti Pomplin	01-4700	lunch		29.66
1766686	01/22/2020	Alliance One, LLC Account: The Genesis Group	01-5202	leap session 2		74.75
			01-5807	01/07 to 01/09	805.00	
				10/22 and 10/23	380.00	1,185.00
1768086	01/29/2020	Julie DeRossi	01-9544	CalSTRS contribution return		6.80
1768087	01/29/2020	ESP & Alarms Inc	01-5832	jan to march 874-600		90.00
1768088	01/29/2020	Frontier Communications	01-5911	70778596821013815		418.31
1768089	01/29/2020	Houghton Mifflin Harcourt	01-4310	journeys readers	42.37	
				quote for Joseph	40.11	
1768090	01/29/2020	Kashia Utilities District	01-5530	kud67938		82.48
1768091	01/29/2020	Office Depot	01-4310	erasers		47.84
				forever stamp	3.20	
				glue	12.00	
				hangers, markers, labels, stapler	9.41	
				jumbo pencil	145.89	
				stowaway	17.73	
				totes, tape	55.95	
				IEP travel 02/03 to 02/07	106.05	350.23
1768092	01/29/2020	Gene Parrish	01-5200	IEP travel 02/10 to 02/14		319.10
1768093	01/29/2020	Gene Parrish	01-5200	IEP travel 02/24 to 02/28		319.10
1768094	01/29/2020	Gene Parrish	01-4310	first aid supplies		319.10
1768095	01/29/2020	Patti Pomplin			64.09	

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), Jan 29 2020 2:18PM

ESCAPE

ONLINE

Page 1 of 2

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1768095	01/29/2020	Patti Pomplin	01-4380	door hinge	129.89	193.98
1768096	01/29/2020	Ray Morgan Company	01-5632	cn12373-02		178.70
1768097	01/29/2020	Sonoma County Office Of Ed	01-5838	Project Director		20,378.54
1768098	01/29/2020	Alliance One, LLC Account: The Genesis Group	01-5807	jan 14 to jan 16		805.00
1768099	01/29/2020	Wells Fargo Vendor Fin Serv	01-5632	3000927141		139.65
Total Number of Checks					32	26,829.61

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	32	26,829.61
Total Number of Checks		32	26,829.61
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			26,829.61

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.

Kashia ESD

Board Policy

Concepts And Roles

BP 1000

Community Relations

The Board of Trustees desires to represent the community and provide leadership in addressing community issues related to education. In order to identify community concerns and enlist support for the school, the Board shall establish effective two-way communication systems between the school and the community.

School, parents/guardians, community members and local organizations must continually collaborate as partners. The Board and the Superintendent/Principal or designee shall work together with city and county agencies and organizations to promote and facilitate coordinated services for children, and shall seek to develop partnerships with local businesses.

(cf. 1020 - Youth Services)

(cf. 1700 - Relations between Private Industry and the Schools)

The Board recognizes that the school is an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the school. The Board and Superintendent/Principal or designee shall keep community members well informed about district needs and accomplishments and shall ensure that they have opportunities to share in developing educational policies, programs and evaluation processes.

(cf. 0510 - School Accountability Report Card)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1330 - Use of School Facilities)

(cf. 6020 - Parent Involvement)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 9323 - Meeting Conduct)

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)
(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35172 Promotional activities

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Youth Services

BP 1020

Community Relations

The Board of Trustees desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5141.6 - School Health Services)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6300 - Preschool/Early Childhood Education)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources.

The Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)
(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent/Principal or designee may designate a coordinator to ensure effective

implementation of the district's responsibilities in any such collaborative project.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

In order to identify priorities for youth services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, homelessness, placement in foster care, lack of access to child care, substance abuse, or

violence. The needs assessment also should examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions.

(cf. 1330 - Use of School Facilities)

(cf. 3100 - Budget)

All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

The Superintendent/Principal or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and

youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEB SITES

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/lr>

California Department of Public Health: <http://www.cdph.ca.gov>
California Department of Social Services: <http://www.dss.cahwnet.gov>
California State Association of Counties: <http://www.csac.counties.org>
Children Now: <http://www.childrennow.org>
Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>
First 5 California: <http://www.ccfc.ca.gov>
League of California Cities: <http://www.cacities.org>
Youth Law Center: <http://www.ylc.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Communication With The Public

BP 1100

Community Relations

The Board of Trustees recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the school and district and to be responsive to the concerns and interests expressed by members of the community.

(cf. 1000 - Concepts and Roles)

The Superintendent/Principal or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 9000 - Role of the Board)

The Superintendent/Principal or designee shall distribute communications protocols and procedures to the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications activities, legal requirements pertaining to confidentiality as well as the public's right to access records, and the importance of presenting a consistent, unified message on district issues.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

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

The Superintendent/Principal or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, school newsletters, mailings, the school web site, direct email communications, recorded telephone messages for parent/guardian information, the school accountability report card, community forums and public events, notices sent home with students, and news releases and meetings with editorial boards.

(cf. 0510 - School Accountability Report Card)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

In developing communications strategies, the Superintendent/Principal or designee shall take into account the needs of all members of the public, including those whose primary language is not English and those who are visually or hearing impaired or have other special needs.

The Superintendent/Principal or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent/Principal or designee shall provide multiple opportunities for members of the public to give input on school issues and operations. Community members are encouraged to participate on school committees, provide input at Board meetings, submit suggestions to district staff, use the district's complaint procedures as appropriate, and become involved in school activities.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1260 - Educational Foundation)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6020 - Parent Involvement)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Prohibition Against Mass Mailings at Public Expense

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

Comprehensive Communications Plan

The Superintendent/Principal or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall also incorporate strategies for effective communications during an

emergency or other situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored for communicating with each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, senior citizens, community leaders, state or federal legislators or agencies, and/or other segments of the public.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent/Principal or designee shall annually evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

Management Resources:

CSBA PUBLICATIONS

Mass Mailings at Public Expense, Legal Advisory, January 2007

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

Political Activities of School Districts: Legal Issues, rev. 2001

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Media Relations

BP 1112

Community Relations

The Board of Trustees respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request in accordance with Board policy.

(cf. 9322 - Agenda/Meeting Materials)

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

Staff may provide the media with student directory information, including, but not limited to, the name of a student, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

(cf. 1340 - Access to District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9010 - Public Statements)

(cf. 9321.1 - Closed Session Actions and Reports)

Interviewing and Photographing Students

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview

students at school are strongly encouraged to make prior arrangements with the Superintendent/Principal or designee. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

(cf. 5145.2 - Freedom of Speech/Expression)

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the Superintendent/Principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

Media Communications Plan

In order to help develop strong relations with the media, the Superintendent/Principal or designee shall develop a proactive media communications plan. This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest.

(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 1160 - Political Processes)

The plan shall specify the district's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent and public information officer. Other Board members and staff may be asked by the Superintendent/Principal or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The Superintendent/Principal or designee shall provide training on effective media relations to all designated spokespersons.

(cf. 9240 - Board Development)

Crisis Communications Plan

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent/Principal or designee shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The Superintendent/Principal or designee shall include local law enforcement and media representatives in the crisis planning process.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

EVIDENCE CODE

1070 Refusal to disclose news source

PENAL CODE

627-627.10 Access to school premises

COURT DECISIONS

Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

District And School Web Sites

BP 1113

Community Relations

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the development and ongoing maintenance of district and school web sites. Web sites shall be aligned with the district's plans for communications and media relations.

(cf. 0000 - Vision)
(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1230 - School-Connected Organizations)
(cf. 1260 - Educational Foundation)
(cf. 4040 - Employee Use of Technology)
(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee may establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

Content

The Superintendent/Principal or designee shall develop content guidelines for district and school web sites. These guidelines shall be consistent with law, Board policy, and administrative regulation.

Staff, students, or other persons may submit materials for web publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

(cf. 6145.5 - Student Organization and Equal Access)

District and school web sites shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt the school's orderly operation.

(cf. 5145.2 - Freedom of Speech/Expression)

The Superintendent/Principal or designee should ensure that copyright laws are not violated in the use of material on district or school web sites.

(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 6162.6 - Use of Copyrighted Materials)

Any links to external web sites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of external web sites.

Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications.

(cf. 1325 - Advertising and Promotion)
(cf. 3312 - Contracts)

Privacy Rights

The Superintendent/Principal or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

(cf. 1340 - Access to District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)

Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page.

(cf. 5125.1 - Release of Directory Information)

Because of the wide accessibility of the Internet and potential risk to students, photograph(s) of a student shall not be published with his/her name or other personally identifiable information without the prior written consent of the student's parent/guardian. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Home addresses or telephone numbers of staff members shall not be posted.

No public safety official shall be required as a condition of employment to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

District and school web sites shall not post the home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

National School Public Relations Association: <http://www.nspra.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

District And School Web Sites

AR 1113

Community Relations

Content

The district web site shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of the web site may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Board of Trustees meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent/Principal or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

(cf. 0510 - School Accountability Report Card)

Student work may be published on the web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use the district web site to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 6162.6 - Use of Copyrighted Materials)

Roles and Responsibilities

The district webmaster shall be responsible for the content and publication of the district web site upon approval of the Superintendent/Principal or designee. He/she shall review all content before publication, upload content to the district web server, regularly check links for accuracy and

appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

Security

The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

School-Connected Organizations

BP 1230

Community Relations

The Board of Trustees recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent/Principal or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school program. School-connected organizations may consult with the Superintendent to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
38130-38138 Civic Center Act, use of school property for public purposes
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49431 Sale of food to elementary students during the school day
49431.2 Sale of food to middle, junior, or high school students
49431.5 Sale of beverages at elementary, middle, or junior high schools
51520 Prohibited solicitation on school premises
51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

WEB SITES

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewart Point, California

Kashia ESD

Administrative Regulation

School-Connected Organizations

AR 1230

Community Relations

Persons proposing to establish a school-connected organization shall submit a request to the Board of Trustees for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the Superintendent/Principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law

(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be presented to the Superintendent/Principal or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent/Principal or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent/Principal or designee, school-connected organizations may

use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional

employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Volunteer Assistance

BP 1240

Community Relations

The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in the school enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the school's relationship with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent/Principal or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent/Principal or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the Superintendent/Principal or designee regarding any such volunteers. The Superintendent/Principal or designee shall be responsible for

investigating and resolving complaints regarding volunteers.

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

(cf. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages the Superintendent/Principal or designee to develop a means for recognizing the contributions of the school's volunteers.

The Superintendent/Principal or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education:
<http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Volunteer Assistance

AR 1240

Community Relations

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and administrative regulation.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent/Principal or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

(cf. 3515.5 - Sex Offender Notification)

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of

active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

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

The Superintendent/Principal or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the Superintendent/Principal or designee in advance.

The Superintendent/Principal or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7140 - Architectural and Engineering Services)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Visitors/Outsiders

BP 1250

Community Relations

The Board of Trustees encourages parents/guardians and interested members of the community to visit the school and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Superintendent/Principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering the school when school is in session.

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the Superintendent/Principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Superintendent's permission. (Education Code 51512)

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Visitors/Outsiders

AR 1250

Community Relations

The Superintendent/Principal or designee shall post at every entrance to the school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Visitor Registration

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2; Evidence Code 1070)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Board of Trustees member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station

Registration Procedure

In order to register, outsiders shall, upon request, furnish the Superintendent/Principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds

4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

1. The Superintendent/Principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The Superintendent/Principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

2. The Superintendent/Principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the Superintendent/Principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: April 08, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Educational Foundation

BP 1260

Community Relations

The Board of Trustees recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

(cf. 0200 - Goals for the School District)
(cf. 1230 - School-Connected Organizations)
(cf. 5030 - Student Wellness)
(cf. 6020 - Parent Involvement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 9140 - Board Representatives)

With the consent of the Superintendent/Principal or designee, the educational foundation, as appropriate, may use the district or school name, a school team's name, or any logo attributable to the school or district.

Legal Reference:

EDUCATION CODE

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

WEB SITES

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

California Consortium of Education Foundations: <http://www.cceflink.org>

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewarts Point, California

KASHIA ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	GENERAL FUND			
	(Budget) 2019-20	2018-19	2017-18	2016-17
Revenues and Other Financial Sources	\$ 400,308	\$ 368,869	\$ 311,731	\$ 386,541
Expenditures	397,377	355,951	297,224	314,752
Other Uses and Transfers Out	0	0	0	0
Total Outgo	397,377	355,951	297,224	314,752
Change in Fund Balance	2,931	12,918	14,507	71,789
Ending Fund Balance	\$ 251,711	\$ 248,780	\$ 235,862	\$ 221,355
Available Reserves	\$ 251,711	\$ 248,780	\$ 127,007	\$ 111,033
Reserve for Economic Uncertainties *	\$ 69,000	\$ 67,000	\$ 67,000	\$ 66,000
Available Reserves as a Percentage of Total Outgo	63.3%	69.9%	42.7%	35.3%
Average Daily Attendance at P-2	11	10	9	7
Total Long-Term Liabilities	137,790	\$ 137,790	\$ 134,657	\$ 92,734

* Reported balances are a component of available reserves.

The fund balance of the General Fund increased \$27,425 (12.4%) over the past two years. The fiscal year 2019-20 budget projects an increase of \$2,931. For a district this size, the state recommends available reserves of at least \$69,000 for fiscal year 2019-20.

The District produced operating surpluses of \$71,789, \$14,507 and \$12,918 in fiscal years 2016-17, 2017-18 and 2018-19, respectively.

Average daily attendance (ADA) increased 3 ADA over the past two years. The District budget projects an increase of 1 ADA during fiscal year 2019-20.

Total long-term liabilities increased \$45,056 over the past two years.

Title

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Travel							
Dues	\$ 866	\$ 479	\$ 1,206	\$ 2,107	\$ 3,100	\$ 2,400	\$ 2,400
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 330	\$ -	\$ -
Utilities	\$ 848	\$ 836	\$ 1,269	\$ 1,240	\$ 1,806	\$ 1,900	\$ 2,000
Repairs	\$ 12,748	\$ 12,810	\$ 11,237	\$ 11,275	\$ 14,300	\$ 14,500	\$ 14,500
Recess	\$ 3,385	\$ 456	\$ 1,283	\$ 313	\$ 2,000	\$ 1,500	\$ 1,500
Rental	\$ -	\$ 1,832	\$ 864	\$ 1,673	\$ -	\$ -	\$ -
Copier	\$ 1,216	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -
Custodian	\$ 1,038	\$ 1,866	\$ 2,586	\$ 1,870	\$ 3,200	\$ 3,400	\$ 3,500
MiscVan	\$ -	\$ 2,051	\$ 1,781	\$ 394	\$ 2,000	\$ 3,000	\$ 3,000
MiscFood	\$ 172	\$ 2,859	\$ 2,919	\$ 1,248	\$ 500	\$ 1,000	\$ 1,000
Board	\$ 695	\$ 1,230	\$ 1,835	\$ 1,779	\$ 2,500	\$ 2,500	\$ 2,500
Maintenance	\$ 350	\$ -	\$ -	\$ 352	\$ -	\$ -	\$ -
DP	\$ 2,768	\$ 6,540	\$ 5,765	\$ 10,173	\$ 6,500	\$ 6,500	\$ 6,500
Legal	\$ 2,558	\$ 3,188	\$ 4,406	\$ 3,690	\$ 4,500	\$ 4,500	\$ 4,500
Advertisement	\$ 3,313	\$ 2,401	\$ -	\$ 5,902	\$ 1,500	\$ 500	\$ 500
Audit	\$ 172	\$ 96	\$ 226	\$ 348	\$ 800	\$ 350	\$ 350
Fiscal Services	\$ 10,500	\$ 22,800	\$ 14,350	\$ 14,250	\$ 14,000	\$ 15,000	\$ 15,000
Administrator	\$ 12,457	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -
Tech	\$ 81,066	\$ 110,401	\$ 109,291	\$ 114,142	\$ 122,271	\$ 124,000	\$ 126,000
Prof Serv/Lang/Nurse	\$ 2,867	\$ 9,859	\$ 1,842	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Alarm	\$ 4,000	\$ 1,150	\$ -	\$ 850	\$ -	\$ 1,000	\$ 1,000
RSP	\$ 1,669	\$ 1,350	\$ 1,312	\$ 990	\$ 1,500	\$ 1,500	\$ 1,500
Class Assist	\$ -	\$ 959	\$ 6,046	\$ 2,728	\$ 18,301	\$ 20,000	\$ 20,000
Telephone	\$ -	\$ 1,369	\$ 1,092	\$ 727	\$ 4,000	\$ 3,000	\$ 3,000
Intervention	\$ -	\$ 2,588	\$ 2,626	\$ 2,182	\$ 2,500	\$ 2,500	\$ 2,500
Misc/Ed Effect	\$ -	\$ -	\$ -	\$ 3,350	\$ -	\$ -	\$ -
Total Services	\$ 142,688	\$ 187,710	\$ 174,046	\$ 209,556	\$ 227,999	\$ 230,422	\$ 232,892
<u>Capital Outlay</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,363</u>	<u>\$ 24,412</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Other Outgo</u>	<u>\$ 1,420</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENSES	\$ 288,547	\$ 314,751	\$ 297,225	\$ 355,950	\$ 413,082	\$ 402,769	\$ 410,073
Beginning Bal	\$ 42,260	\$ 149,567	\$ 221,357	\$ 235,863	\$ 248,781	\$ 239,261	\$ 240,460
Revenues	\$ 395,854	\$ 386,540	\$ 311,731	\$ 368,868	\$ 403,562	\$ 403,968	\$ 409,675
Expenditures	\$ 288,547	\$ 314,750	\$ 297,225	\$ 355,950	\$ 413,082	\$ 402,769	\$ 410,073
Ending Balance	\$ 149,567	\$ 221,357	\$ 235,863	\$ 248,780	\$ 239,261	\$ 240,460	\$ 240,062
	\$ 107,307	\$ 71,789	\$ 14,506	\$ 12,918	\$ (9,520)	\$ 1,199	\$ (398)



Current Kashia Salary Schedule					
STEP	BA+30	BA+45	BA+60	BA+75	BA+90
1	40598	42919	45239	47560	49879
2	41350	43672	45992	48313	50632
3	42103	44425	46744	49065	51385
4	42856	45177	47496	49817	52138
5	43608	45931	48250	50569	52889
6	44361	46682	49002	51323	53642
7		47434	49755	52076	54396
8			50507	52829	55150
9				53580	55900
10				54333	56651
Proposed Match to Horicon Schedule for 2020/20					
STEP	BA+30	BA+45	BA+60	BA+75	BA+90
1	47537	48904	51476	54050	56624
2	48249	50321	52969	55617	58266
3	49056	51780	54507	57230	59955
4	50478	53282	56088	58892	61694
5	52442	54828	57712	60598	63485
6	53448	56417	59396	62358	65326
7	54998	58053	61109	64167	67220
8	56594	59737	62883	66025	69170
9	58237	61471	64704	67873	71174
10	59924	63254	66581	69911	73237

**Bonus for Joseph Swain
February 12, 2020 Board Meeting**

Current Pay:

\$23,163.60 194 days x 6 hours includes holidays

\$ 1,194.00 60 hours of vacation paid in June

\$ 3,661.60 184 days x 1 hour at @19.90

\$28,019.20 TOTAL

BA+30 – Step 1 = \$40,598

Difference = \$12,578.80

Proposed Bonus

\$12,578.80

Paid in 11 months

@ \$1,143.53 monthly for August 2019 through June 2020

Paid as Follows:

7 x \$1,143.53 on February supplemental paid on 03/10/2020

\$1,143.53 on March supplemental paid 04/10/2020

\$1,143.53 on April supplemental paid on 05/10/2020

\$1,143.53 on May supplemental paid on 06/10/2020

\$1,143.53 on June supplemental paid on 07/10/2020

Fund 01 - General Fund		Fiscal Year 2020 through 06/30/2020				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	201,013.00	105,041.71		95,971.29	48%
Federal Revenue	(8100-8299)	88,125.00	45,008.49		43,116.51	49%
Other State Revenue	(8300-8599)	7,625.00	915.31		6,709.69	88%
Other Local Revenue	(8600-8799)	106,855.00	84,658.42		22,196.58	21%
Total Revenues		403,618.00	235,623.93		167,994.07	42%
EXPENDITURES						
Certificated Salaries	(1000-1999)	1,500.00	.00	.00	1,500.00	100%
Classified Salaries	(2000-2999)	76,916.00	27,284.43	15,210.15	34,421.42	45%
Employee Benefits	(3000-3999)	28,694.00	10,974.12	7,700.30	10,019.58	35%
Books and Supplies	(4000-4999)	36,804.00	13,946.50	48.15	22,809.35	62%
Services & Operating Expenses	(5000-5999)	213,680.00	111,666.07	61,135.38	40,878.55	19%
Capital Outlay	(6000-6999)	24,412.00	24,411.45	.00	0.55	0%
Total Expenditures		382,006.00	188,282.57	84,093.98	109,629.45	29%
Operating Surplus/(Deficit)		21,612.00	47,341.36	(36,752.62)		
Beginning Fund Balance		248,781.00	248,780.15	248,780.15		
Net Ending Fund Balance		270,393.00	296,121.51	212,027.53		
*** calculated ***						

Components of Ending Fund Balance

Reserve economic Uncertainty - 9789	69,000.00	.00
Undesignated/unappropriated - 9790	201,393.00	.00
Ending Fund Balance	270,393.00	.00

1st Interim Over Expenditure <9520>
 Budget Updates 1/29/2020
 Difference 21,612 ⊕
31,132

Changes
 PY Taxes <4>
 El Ed 20,836
 Maint 10,300
31,132
 Teacher Salary/ Benefits
 Moved Bldg Repairs to EPA

2019-20 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963
Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

Title II, Part A Transfers

2019-20 Title II, Part A allocation	\$465
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$465

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2019-20 Title II, Part A allocation	\$465
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$465
Repayment of funds	
2019-20 Total allocation	\$465
Administrative and indirect costs	
Equitable services for nonprofit private schools	
2019-20 Title II, Part A adjusted allocation	\$465

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Arturo Ambriz, Financial Accountability and Info Srv Office, AAmbriz@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	Yes
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.