

Agenda
Governing School Board
Wednesday, May 10, 2023 4:00 p.m.
Office, Kashia School District

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

Glenda Antone	_____	Greg Medici	_____
Coleen McCloud	_____	Dan Blake	_____
Rick Parrish	_____	Patti Pomplin	_____

2. Approval of Agenda

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

4. Communications

- 4.1 2023-24 Impact Grant Application
- 4.2 2021-22 SCOE Expenditure per ADA Report
- 4.3 2022-23 Literacy Coaches and Reading Specialists Grant
- 4.4 SCOE Second Interim Approval Letter
- 4.5 Signed Business Services Agreement through December 2025
- 4.6 AHERA Three Year Asbestos Reinspection

5. Consent Agenda

- 5.1 Approve Revised March 8, 2023 – No April Meeting Minutes
- 5.2 Approve March and April Vendor Warrants
- 5.3 Approve January through March 2023 Williams Quarterly Report

6. Reports and Communications

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

7. Items Scheduled for Information and Discussion

- 7.1 Second Reading Board Policies
 - BP 4117.13 Early Retirement Option
 - AR 4117.14 Postretirement Employment
 - BP 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - AR 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - E 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - BP 4119.43 Universal Precautions
 - AR 4119.43 Universal Precautions
 - BP 4131 Staff Development
 - BP 4131.1 Beginning Teacher Support/Induction
-

BP 4135 Soliciting and Selling
BP 4136 Nonschool Employment
BP 4138 Mentor Teachers

- 7.2 Review Local School Calendars for 2023-24
- 7.3 Review Preliminary 2023-24 Budget
- 7.4 Review Possible Superintendent/Principal Salary Schedule and Job Description
- 7.5 Review 2023-24 Classified Salary Schedules
- 7.6 Discuss Possibility of Purchasing a SMART Board for the Classroom
- 7.7 Enrollment and ADA (Average Daily Attendance) – Implications for Lapsation
- 7.8 RESIG Inspection Findings Report
- 7.9 CDE Affordable Connectivity Program

8. Items Scheduled for Discussion and Action

- 8.1 Approve 2023-24 Certificated Salary Schedule with 6.56% COLA
- 8.2 Discuss/Review Kashia & SCOE Contract – Personnel Coverage for Remainder of 2022-23 and 2023-24 School Year
- 8.3 Discuss Kashia Employee/Vendor/Contractor Coverage & Vacancies for Remainder of 2022-23 and Needs for 2023-24 School Year
- 8.4 Approve Resolution #05102023 Hazard Mitigation Plan

8 Items Scheduled for Future Board Meetings

- 8.2 Board Policies
- 8.3 Budget Updates
- 8.4 Preliminary 2023-24 Budget
- 8.5 LCAP
- 8.6 2023-24 Calendar
- 8.7 Quarterly Uniform Complaints Report
- 8.8 2023-24 Staffing

9 Adjournment

Next Scheduled Meetings

Wednesday, June 7, 2023 – Public Hearings
Wednesday, June 14, 2023 – Regular Meeting

1/31/2023

PDF Print for Application 7003 - Number. 20718

LEA Information

Name: Kashia School District

Impact Aid Number: 140905

Reference Number: CA-39-140905

Application Number: 20718

Late: No

Version: 1

Address: 31510 Skaggs Springs Road, Stewarts Point, CA 95480

County(ies): Sonoma

Application Year: 2024

Charter School: No

PR Award Number: S041B 20240878

New or Non-Continuing: No

7003 (b)(2) Applicant: Yes

Contact Info

Title: Superintendent

Name: Mr. Tami Bell

Email Address: tbell@scoe.org

Phone Number: 707-785-9682

Extension:

Fax Number: 707-785-2802

Membership and ADA

First Day of School: 8/17/2022

Survey Date: 1/30/2023

Second Survey Date:

Housing Renovation: No

Housing Contact:

Email:

Phone:

Attendance Ratio Type: State Average Attendance Ratio

Attendance Ratio: 0.95633

Average Daily Attendance: 7.65064

Number of Sampled Days:

Average Daily Attendance Report: Document not provided

School Calendar: Document not provided

Include Summer School: No

Number of Regular School Days:

Total Hours of Summer School Attendance:

Membership

Students	Preceding Year	Current Year

In Schools of the Applicant's District	16	8
For whom tuition is received	0	0
Subtotal	16	8
For whom tuition was paid	0	0
For whom the applicant school district provided free public elementary or secondary education	16	8

How did you collect information on the federally connected children in membership?: Source Check Forms

Expenditures for CWD

Total Additional Expenditures: \$0.00

Total State Aid for All Current Operating Expenditures: \$0.00

Total State Aid for Children with Disabilities: \$0.00

Total Funds for Part B of the Individuals with Disabilities Education Act: \$0.00

Other Sources of Aid Received for Children with Disabilities: \$0.00

Total Membership Enrolled in State-Approved Education Programs for All Children with Disabilities: \$4.00

Fiscal Report on Expenditures of All Construction-Related Funds and Accounts

Opening Balance for All Construction-Related Funds or Accounts: \$0.00

Section 7007 Payment: \$0.00

Other Receipts: \$0.00

Transfers In: \$0.00

Transfers Out: \$0.00

Non-Construction-Related Expenditures: \$0.00

Total Expenditures for Construction or Renovation: \$0.00

Total Expenditures for Debt Service: \$0.00

Closing Balance for all Construction-Related Funds or Accounts: \$0.00

Report on Condition of Facilities: Good

Children who attend schools owned by the U.S. Department of Education

Name of School Building Owned by the U.S. Department of Education	Total Number of Children Enrolled in This Building on Survey Date on Cover Page	Total number of children enrolled in this building on the survey date who live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application	Total number of children enrolled in this building on the survey date who DO NOT live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application

Live-On Work-On

Child Category	Property	Property Address	Total Children

Foreign Military

Property	Property Address	Total Children	Children with Disabilities

Uniformed Services Live-On

Property	Property Address	Total Children	Children with Disabilities

Indian Lands

Property	Property Address	Total Children	Children with Disabilities

Stewart Point (Kashia) Resv- Individual	Trust Props Approved From Fy 1993 Appl, xxxx, California	8	4
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Uniformed Services Live-Off

Total Children	Children with Disabilites
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Foreign Military Live-Off

Total Children	Children with Disabilites
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Low Rent Housing

Property	Property Address	Total Children
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Live On Only

Property	Property Address	Total Children
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Work-On Only

Property	Property Address	Total Children
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Notes

Statements:

7003 Assurances, Certifications and Signing Statement

I certify that I have read the statements contained in this application and that these statements and all of the data included in this application are, to the best of my knowledge and belief, true, complete, and correct. I certify that I am authorized to make the representations and commitments in this application, for and on behalf of the applicant and otherwise to act as the applicant's authorized representative in submitting this application for funding under section 7003 of the Impact Aid Program (Title VII of the Elementary and Secondary Education Act). I declare that the applicant will mail a complete copy of this application to the SEA at the same time that it submits this application to the U.S. Department of Education.

General Assurances - Non-Construction Programs

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non- Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88- 352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood

hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, 'Audits of States, Local Governments, and Non-Profit Organizations.'

17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Assurances - Impact Aid Programs

The LEA further assures that:

1. It is a local educational agency that was created and authorized to operate schools, has administrative control and direction of free public education in the school districts, and that it may legally accept and disburse Federal funds to aid in financing its expenditures

2. It will comply with all applicable statutes, regulations, and requirements concerning this grant, including requirements of the Impact Aid law (Title VII of the ESEA), the program regulations (34 CFR Part 222), and program administrative requirements;

3. It will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for any Impact Aid payments received for federally connected children with disabilities claimed on Tables 1 and 2, and will use those funds to provide a free appropriate public education to those children in accordance with the Individuals with Disabilities Education Act (IDEA) (20 U.S.C., 1400 et seq.). The special education programs provided to the children with disabilities claimed in this application conform to the policies, procedures and requirements of the (IDEA);

4. For any children claimed who reside on eligible Indian lands, policies and procedures have been established as required by section 7004 of the Impact Aid law, and have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures or a waiver statement from the local Indian tribe(s) is attached (see instructions for further information);

5. Any LEA claiming children residing on Indian lands will provide written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and will disseminate these responses to tribal leaders and parents of Indian children prior to the submission of their Impact Aid application; and

6. It is hereby advised that, under section 7011 of the Impact Aid law, it is entitled to request an administrative hearing on, and/or review or reconsideration of, any action of the Department under the Impact Aid law that adversely affects or aggrieves the applicant; any such requests are governed by the regulations in 34 CFR Part 222, Subpart J, except for requests for hearings concerning Indian policies and procedures, tribal complaints, and withholdings that are governed by the regulations at 34 CFR Part 222, Subpart G. Any request for a hearing, review or reconsideration under 34 CFR Part 222, Subpart J, must be made in writing and submitted within 60 calendar days from the date of the applicant's notice (receipt) of the adverse action to: Director, Impact Aid Program, United States Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-6244.

Certifications Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I have reviewed the Impact Aid application and the certifications and assurances on this page, and I am ready to sign and submit the application on behalf of my LEA.

Signed by Patti Pomplin
Signed on 1/31/2023

Submitted on 1/31/2023

Sonoma County School Districts and Internal Charters
Total Current Expense and Total Expenditures per ADA: 2021-2022
Ascending Order: Least to Greatest

School District	P-2 ADA	Total Current Expense	Total Expenditures	Total Current Expense by ADA	Total Expenditures per ADA
Waugh	754	\$ 9,516,822	\$ 9,640,319	\$ 12,629	\$ 12,793
Wilmar	204	\$ 2,812,255	\$ 2,812,255	\$ 13,783	\$ 13,783
Bennett Valley	901	\$ 12,256,220	\$ 12,712,062	\$ 13,604	\$ 14,109
Dunham* (see additional note+)	138	\$ 2,069,342	\$ 2,069,342	\$ 14,951	\$ 14,951
Cloverdale	1,191	\$ 18,316,235	\$ 18,395,422	\$ 15,377	\$ 15,443
Cotati-Rohnert Park	5,184	\$ 81,172,011	\$ 81,404,293	\$ 15,658	\$ 15,702
Petaluma* (see additional note+)	6,619	\$ 101,711,861	\$ 105,523,281	\$ 15,368	\$ 15,944
West Side	134	\$ 2,160,513	\$ 2,185,892	\$ 16,129	\$ 16,319
Gravenstein* (see additional note+)	712	\$ 10,637,751	\$ 11,691,478	\$ 14,943	\$ 16,423
Liberty* (see additional note+)	201	\$ 3,312,305	\$ 3,312,305	\$ 16,505	\$ 16,505
Oak Grove* (see additional note+)	759	\$ 12,584,836	\$ 12,599,789	\$ 16,590	\$ 16,609
Old Adobe* (see additional note+)	1,656	\$ 27,471,017	\$ 27,636,434	\$ 16,592	\$ 16,692
Mark West* (see additional note+)	1,075	\$ 18,342,637	\$ 18,342,637	\$ 17,064	\$ 17,064
Two Rock	126	\$ 2,150,308	\$ 2,156,162	\$ 17,036	\$ 17,083
Windsor	3,189	\$ 52,163,240	\$ 54,477,948	\$ 16,359	\$ 17,085
Piner-Olivet* (see additional note+)	823	\$ 14,454,431	\$ 14,454,431	\$ 17,566	\$ 17,566
Santa Rosa	11,854	\$ 212,169,747	\$ 212,029,599	\$ 17,898	\$ 17,886
Twin Hills* (see additional note+)	483	\$ 8,627,082	\$ 8,687,141	\$ 17,864	\$ 17,989
Rincon Valley* (see additional note+)	2,434	\$ 43,996,771	\$ 44,538,714	\$ 18,075	\$ 18,298
Cinnabar* (see additional note+)	198	\$ 3,640,931	\$ 3,654,170	\$ 18,408	\$ 18,475
Wright* (see additional note+)	1,133	\$ 21,294,268	\$ 21,323,554	\$ 18,798	\$ 18,824
Sebastopol	404	\$ 7,812,882	\$ 7,806,332	\$ 19,332	\$ 19,316
West Sonoma County Union	1,472	\$ 29,174,255	\$ 29,254,947	\$ 19,816	\$ 19,871
Bellevue	1,303	\$ 25,985,376	\$ 25,931,932	\$ 19,942	\$ 19,901
Sonoma Valley	2,979	\$ 69,763,639	\$ 70,680,816	\$ 23,420	\$ 23,728
Forestville * (see additional note+)	216	\$ 5,269,548	\$ 5,269,548	\$ 24,387	\$ 24,387
Healdsburg	1,152	\$ 29,376,385	\$ 29,613,757	\$ 25,503	\$ 25,709
Geyserville	178	\$ 4,455,917	\$ 4,622,241	\$ 25,022	\$ 25,956
Alexander Valley	107	\$ 2,779,978	\$ 2,779,978	\$ 25,969	\$ 25,969
Monte Rio	59	\$ 1,633,423	\$ 1,633,423	\$ 27,685	\$ 27,685
Guerneville* (see additional note+)	196	\$ 5,698,782	\$ 5,814,255	\$ 29,055	\$ 29,643
Kenwood	106	\$ 3,212,000	\$ 3,216,115	\$ 30,319	\$ 30,358
Roseland**	1,324	\$ 39,841,485	\$ 40,480,531	\$ 30,089	\$ 30,572
Harmony* (see additional note+)	167	\$ 5,245,521	\$ 5,253,600	\$ 31,367	\$ 31,415
Kashia	50	\$ 2,117,009	\$ 2,250,026	\$ 42,340	\$ 45,001
Montgomery	16	\$ 762,698	\$ 763,256	\$ 47,373	\$ 47,407
Horicon	8	\$ 386,141	\$ 395,037	\$ 50,213	\$ 51,370
Fort Ross	10	\$ 722,520	\$ 724,436	\$ 73,278	\$ 73,472



[Home](#) / [Finance & Grants](#) / [Funding](#) / [Funding Profile \(ID 5896\)](#)

Literacy Coaches and Reading Specialists Grant Program, FY 2022-23

NOTE: The application due date for this program has passed.

Funding Description

Funding for county offices of education, school districts, and charter schools to develop school literacy programs, employ and train literacy coaches and reading and literacy specialists, and develop and implement interventions for pupils in need of targeted literacy support. For purposes of allocations and apportionments, a locally funded charter school is included with the chartering authority.

Eligibility

Eligible Applicants

Local educational agencies

Required Eligibility Criteria

To be eligible for funding an elementary schoolsite, operated by a local educational agency, must have an unduplicated pupil percentage of 97 percent or greater for kindergarten and grades 1 to 3 as of the 2021-22 California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 Certification.

Other Eligibility Considerations

Local Educational Agencies (LEAs) have a deadline of September 30, 2022, to opt out of the program for one or more eligible schoolsites. Participating LEAs are required to report to the California Department of Education (CDE) by June 30, 2027 how funds were used. A report template will be available by December 31, 2022.

Eligible Grade Level(s)

K, 1, 2, 3

Eligible Age Level(s)

Not applicable

Funding

Legal Authority

Section 137 of Assembly Bill 181 (Ch. 52, 2022)

Source / Type

State / Apportionment

State Fiscal Year

2022-23

SACS Resource / Revenue Codes

6211 / 8590

Total Available

\$225,000,000

Recipient Amount

See Allocation Formula

Match Requirement

No

Allocation Formula

Funds are allocated on a per pupil basis using schoolsite enrollment as of the 2021-22 CALPADS Fall 1 Certification for kindergarten and grades 1 to 3; a local educational agency shall receive no less than \$450,000 per eligible schoolsite.

Important Dates

Date Application Available

Unavailable

Due Date

September 30, 2022

Expected Notification Date

September 1, 2022

Additional Information**Application**

Unavailable

Background

Unavailable

Fiscal

Unavailable

Funding ResultsRes-22: Literacy Coaches [<http://www.cde.ca.gov/fg/fo/r14/litcoaches22result.asp>]**Other**

Unavailable

Contacts**Program**Professional Learning Innovations Office, PLIO@cde.ca.gov**Fiscal**Categorical Allocations and Audit Resolution Office, CAAR@cde.ca.gov**Division**

School Fiscal Services Division

Last Modified: September 8, 2022



Sonoma County
Office of Education

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

April 3, 2023

Glenda Antone, Board President
Patti Pomplin, District Chief Business Official
Kashia School District
31510 Skaggs Springs Road
Stewarts Point, CA 95480

Dear Ms. Antone and Ms. Pomplin,

In accordance with Education Code Section 42131, a review of Kashia Elementary School District's (District) Second Interim Report for Fiscal Year 2022-23 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2022-23 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

State Budget

On January 10, 2023, the Governor released the proposed State Budget for the upcoming 2023-2024 fiscal year. Governor Newsom's State Budget proposal assumes a slowing of the economy but still growing at the national and state level. The Budget includes a form of risk and uncertainty by proposing to utilize \$1.4 billion in one-time funds to increase Local Control Funding Formula (LCFF) funding, as well as a mid-year cut to the Arts, Music, and Instructional Material Discretionary Block Grant of approximately 30%. Additionally, as a result of the slowing of state revenues in fiscal year 2022-2023, the Governor's Budget proposals didn't include any new proposals of one-time funds as local education agencies have received throughout the COVID-19 pandemic. The Budget proposal does include an increased statutory cost-of-living-adjustment in 2023-24 of 8.13%, largely driven by inflationary pressures of goods and services.

Second Interim and Multi-Year Projection (MYP)

The District's Second Interim Report MYP projects an increase in unrestricted fund balance of \$21,296, \$39,563, and \$43,455 in 2022-23, 2023-24, and 2024-25. The State minimum reserve for economic uncertainty of \$75,000 is met in all years.

Based on the Second Interim Report, the District projects Average Daily Attendance (ADA) of 6.84 in 2022-23 before increasing to a projected 8 in 2023-24 and 2024-25. Per Education Code 35780, a school district must maintain six (6) ADA in grades 1 through 8 to avoid lapsation. **Please continue to monitor enrollment and ADA closely**

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools

Board of Education | Gina Cuculis, Herman G. Hernandez, Steven Herrington Ph.D., Peter Kostas, Andrew Leonard



Sonoma County

Office of Education

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

Summary

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the Business Office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenfeld

Sarah Lampenfeld
Director, External Fiscal Services

C:

Amie R. Carter, Ed.D., County Superintendent of Schools
Greg Medici, SCOE Deputy Superintendent, Business Services
Cindy Gordon, SCOE District Fiscal Management Advisor

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Steven Herrington Ph.D., Peter Kostas, Andrew Leonard

March 2022

**Memorandum of Understanding (MOU)
Agreement for Business Services**

Patti Pomplin, hereinafter referred to as Business Manager, and the Kashia School District, hereinafter referred to as the District, mutually agree as follows:

1) BASIS OF AGREEMENT

Business Manager provides a variety of services to school districts. Business Manager will provide various business services, with the care required of an experienced public school finance professional, to the District as per article 2 of this agreement.

2) SCOPE OF THE WORK

A) Recurring assignments:

Business Manager will provide various routine and recurring business services, including but not limited to preparation of the regular and supplemental payroll, issuance of purchase orders, payment of invoices, deposit of cash receipts, preparation of invoices and monitoring of District financial reports. In addition, the Business Manager will provide support to the Administrator/Superintendent in developing Board agendas, meeting minutes, and policies, as well as support in developing the Local Control Accountability Plan (LCAP) the School Accountability Report Card (SARC), CDRC and FIT.

B) Project based assignments:

Business Manager will provide periodic project-based business services, including but not limited to budget development, preparation of state budget reports and related narratives, preparation of federal and state reports, preparation for the annual financial audit and other audits, and attendance at meetings necessary to present reports.

C) When necessary, related to the sections above, Business Manager may provide technical assistance, professional development services, advice and/or support in any or all of the areas for other District staff.

3) TERM

The term of this agreement shall begin July 1, 2022 and end December 31, 2025. Each party shall have the right to voluntarily terminate the agreement, without cause, upon providing 90 days written notice to the other party. This agreement will terminate immediately upon breach by either party, upon written notice to the other party.

The agreement will automatically extend on a one-year basis, absent the issuance of a termination notice as provided in the above paragraph.

4) COMPENSATION

Business Manager will be compensated an hourly rate of \$65 (which includes all expenses of Business Manager) for scope item 2A above, at 5 hours per week, for a total of approximately \$16,500 per year, plus an additional \$2,200 per year for Administrator/Superintendent Support.

Business Manager will also be compensated an hourly rate of \$65 (which includes all expenses of Consultant) for scope item 2B above, estimated at 10 hours per month, for a total of approximately \$7,800 per year. Actual hours worked, as authorized by the District, will be paid to the Business Manager.

Payment for all services will be made to the Business Manager with the monthly supplemental payroll. Business Manager will complete a monthly timesheet and submit to the District as per guidelines established by the Sonoma County Office of Education.

Both parties agree Business Manager is not eligible for District-paid health and welfare benefits.

Business Manager will be compensated for authorized business mileage at the approved IRS rate. Business Manager will also be reimbursed for necessary and reasonable travel costs for all District authorized travel.

5) RESPONSIBILITIES OF THE DISTRICT

A) The District will provide necessary office space, supplies and equipment, access to a telephone and the internet while on site, and an e-mail account, to the Business Manager. The District will also provide access to the Escape financial system.

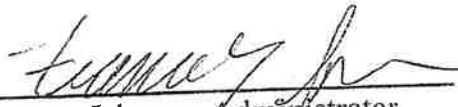
B) The District will compensate Business Manager as an employee, and provide for withholding and payment of all required employee and employer payroll taxes. The District shall also maintain all required workers compensation and liability insurance programs.

6) ADDRESS FOR NOTICES

Frances Johnson, Administrator
PO Box 129
Stewarts Point, CA 95480


Patti Pomplin, Business Manager
PO Box 1015
Gualala, CA 95445

Signed:



Frances Johnson, Administrator
Kashia School District

3-16-22
Date



Patti Pomplin, Business Manager
Kashia School District

3-17-2022
Date

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

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

8.2 Approve Business Manager Contract July 2022 through December 2025
Moved by Trustee Parrish, seconded by Trustee Pinola and passed
unanimously by the board to approve extending the business manager
contract through December 2025. She will assist in the search for a
replacement when it gets closer to her actual retirement.

9. Items Scheduled for Future Board Meetings.

- 9.1 Board Policies
- 9.2 Budget Updates
- 9.3 Hire New Employees
- 9.4 2022-23 Budget

10. Meeting Adjourned at 4:57

Next Regular Meeting
Wednesday, April 20, 2022

Respectfully submitted: Patti Pomplin

Signed: _____

Glenda Antone, Clerk

NorBay Consulting

LOGICAL

ENVIRONMENTAL

SOLUTIONS

*2400 Las Gallinas Avenue, Suite 110
San Rafael, California 94903*

*Phone: (415) 507-9786
Fax: (415) 507-9760*

AHERA Three Year Asbestos Reinspection

For

**Kashia Elementary School District
Kashia Elementary School
31510 Skaggs Spring Road
Stewarts Point, CA 95480**

Inspection Date: April 19, 2023

Prepared By:

**NorBay Consulting
2400 Las Gallinas Avenue, Suite 110
San Rafael, CA 94903**

Reinspection Update Summary

I am a certified asbestos consultant, under Section 7180 of the Division of Cal-OSHA, certification number 19-6663 and an accredited EPA asbestos inspector. I have completed the re-inspection herein contained to the best of my ability.

Bob Gerhold
Certified Asbestos Consultant #92-0157

May 2, 2023
Date

1. School Responsible Asbestos (Designated) Person:

Patti Pomplin
Kashia Elementary School District
31510 Skaggs Springs Road
Stewarts Point, CA 95480

2. Review of required asbestos-related records.

<u>Record</u>	<u>Remarks</u>
Six-month Surveillance Reports	Missing
Annual Parent/Staff Notice	Missing
Maintenance/Custodial Training Certificate	Missing
Short Term Workers Notice	Missing

3. Next reinspection by accredited inspector – November 2023
4. Next periodic surveillance by trained person – April 2026

As an authorized agent to act on behalf of this facility, I have read and hereby verify that the information contained in this reinspection report is accurate and acceptable as written to the best of my knowledge.

Signature of Authorized Person

Title

Date

INSPECTION RESULTS

It is assumed that the Kashia Elementary School was originally inspected circa 1988 by University Associates Inc. however no documentation was available for review. In addition, no documentation for subsequent three year reinspection's was available for review. This reinspection report should be signed and filed.

File review, discussion with district personal and the on-site visit indicated the following:

- During NorBay Consulting's AHERA reinspection samples of exposed suspected asbestos containing fire door insulation were collected from the exterior water heater closet of the Office Building. Results indicated that the insulation does not contain asbestos.
- All suspected asbestos containing materials in this report should be assumed to contain asbestos until such a time that they can be sampled and proven otherwise.

The school's responsibilities are addressed under the Response Actions and recommendations section. A blank copy of the Six-Month Surveillance Report is supplied to the school for assistance in fulfilling these responsibilities. This form should be used every six-month period from this date. A Short-Term Workers Notice is attached for notification to casual contract labor or service personnel who may work in the school building and who may disturb building materials.

RESPONSE ACTIONS AND RECOMMENDATIONS

I. ADMINISTRATIVE RESPONSIBILITIES

- A notice needs to be sent annually to parents and staff properly identifying that the school has complied with AHERA Legislation. The following wording would suffice for this notice, which can be included in the parent letter: "Our school is in compliance with AHERA Legislation that concerns asbestos in schools. We have a management plan in our office. It is available for review." Keep a copy of this letter in the management plan file.
- All maintenance and custodial persons who work in the school need to receive two hours of awareness training within 60 days of employment. Additionally, OSHA requires that annual refresher training be given if employees disturb asbestos or are likely to be exposed to levels above the permissible exposure limit. At a minimum, this refresher training would include locations of asbestos containing materials, disturbance of asbestos containing materials and report damaged asbestos containing materials to the designated person. Document all training.
- A six-month surveillance report needs to be completed by a staff person. See the attached blank form. It should be photocopied. Visually inspect the asbestos containing materials, identify its condition, sign, and date the form. If the material is not in "good" condition the designated person should be notified.
- Copies of all notices and reports relating to asbestos need to be dated, signed and inserted into the management plan along with any documents relating to the removal of asbestos materials.
- Any receipts or other documents which establish purchase dates, manufacturer, etc. of new building materials such as wall and floor coverings should be filed with the management plan to serve as documentation that these materials are asbestos free.

II. MAINTENANCE RESPONSIBILITIES

- The attached updated "Short Term Workers Notice" is to be read and signed by carpenters, plumbers, telephone/computer installers etc. who work in the areas of suspected asbestos materials and who might disturb these materials. This updated form replaces all previous Short-Term Workers Notices.
- School policy should state, "Nails, staples, tacks or other forms of penetration should not be used in materials known or assumed to contain asbestos."
- Any chipped vinyl floor tiles need to be filed with a floor grout and loose tiles need to be adhered in place. All asbestos or suspected asbestos containing floor coverings need to be kept clean and waxed. Caution: Floor tile containing asbestos should not be dry buffed as this could cause asbestos fibers to be released and become airborne.

CONCLUSIONS

An efficient Operations & Maintenance (O&M) Plan, which includes the response actions and priorities stated above in addition to any other recommendations in the Management Plan, is the best preventive program for the control of asbestos containing building materials.

Preventing the release of asbestos fibers from damaged asbestos containing materials is the primary concern of the school's asbestos management program. Any damaged materials must, therefore, be repaired or removed.

Asbestos fibers are carcinogenic (cancer producing). School personnel are responsible to maintain these materials in good condition for the protection of the staff, the parents and the children.

SHORT TERM WORKERS ASBESTOS INFORMATION NOTICE

Our school has been inspected for friable and non-friable asbestos containing material according to the Federal Law known as AHERA (Asbestos Hazard Emergency Response Act) described under Code 40 CFR Part 763).

Certain asbestos-containing materials or suspect asbestos containing materials are/may be present in our school that may or may not be in the vicinity of the work you are to perform. You are advised not to disturb any of these materials unless you are properly trained as an asbestos worker and a work order is signed by the appropriate school official to describe the extent of such work for our records.

Materials known or assumed to contain asbestos include the following:

Office Building

- Fire doors not previously removed/replaced.
- Cementitious panels on the eaves.
- Cementitious panels under windows.
- Drywall/taping mud throughout the building.
- Textured drywall/taping mud in the bathroom.
- Sheet vinyl flooring in the bathroom.

Classroom Building:

- Fire doors not previously removed/replaced.
- Cementitious panels on the eaves.
- Cementitious panels under windows.
- 1' x 1' acoustical ceiling tiles and mastic.
- Drywall/taping mud throughout the building.
- Sheet vinyl flooring in the classroom and kitchen.

I am aware of the location of asbestos containing materials in this school. Our crew (will) (will not) be disturbing these materials.

Company Date

Signature Printed Name

Nature of Work Performed

**Six-Month Surveillance Report
Kashia Elementary School
Stewarts Point, California**

This report must be completed at least once every six months. The trained school maintenance person or outside contractor shall conduct this surveillance report. This visual surveillance must determine if the known or suspected asbestos material in each location has changed in physical condition since the last inspection or surveillance. Report any damaged asbestos materials to the designated person immediately.

Date of Six-Month Surveillance: _____

Description & Location	Damage Condition	Potential Damage
<u>Office Building</u> <ul style="list-style-type: none"> • Fire doors not previously removed/replaced. • Cementitious panels below windows and on the eaves. • Drywall/taping mud throughout the building. • Textured drywall/taping mud in the bathroom. • Sheet vinyl flooring in the bathroom. 		
<u>Classroom Building</u> <ul style="list-style-type: none"> • Fire doors not previously removed/replaced. • Cementitious panels below windows and on the eaves. • 1' x 1' acoustical ceiling tiles & mastic • Drywall/taping mud throughout the building. • Sheet vinyl flooring in the classroom and kitchen. 		

Codes to be used when filling out this report:

Damage Condition: ND – No Damage, D- Damaged, SD – Significant Damage

Potential Damage: NPD – No Potential Damage, PD – Potential Damage
PSD – Potential for Significant Damage

**RECORD OF FRIABLE AND NON-FRIABLE ACBM
FORM – B**

PAGE 1 of 1

SCHOOL Kashia Elementary School	DATE April 2023
------------------------------------	--------------------

ADDRESS 31510 Skaggs Springs Road, Stewarts Point, CA 95480
--

<p align="center">IMPORTANT</p> <p>Each building and functional space (Homogeneous Area) with friable ACBM or friable assumed ACBM listed on this form requires completion of FORM C (Physical and hazard assessment of friable or friable assumed ACBM) Indicate location of material on d diagram an attach a copy (Sec. 763.93)</p>

Materials and Locations	S U R F	T S I	M I S C	ACBM FRIABLE	ACBM NON- FRIABLE	ASSUMED ACBM FRIABLE	ASSUMED ACBM NON- FRIABLE
<u>Office Building</u> Fire doors not previously removed/replaced. Cementitious panels below windows and on the eaves. Drywall/taping mud throughout. Textured drywall/taping mud in the bathroom. Sheet vinyl flooring in the bathroom.			X X X X X			X X X X	X
<u>Classroom Building</u> Fire doors not previously removed/replaced. Cementitious panels below windows and on the eaves. Drywall/taping mud throughout. 1'x 1' acoustical ceiling tiles & mastic. Sheet vinyl flooring in the classroom and kitchen			X X X X X			X X X X	X

Bulk Asbestos Analysis

(EPA Method 40CFR, Part 763, Appendix E to Subpart E and EPA 600/R-93-116, Visual Area Estimation)
NVLAP Lab Code: 101459-0

NorBay Consulting
Robert Gerhold
2400 Las Gallinas
Suite 110
San Rafael, CA 94903

Client ID: 3982
Report Number: B346668
Date Received: 04/20/23
Date Analyzed: 04/21/23
Date Printed: 04/24/23
First Reported: 04/24/23

Job ID/Site: 8641 - Kashia Elementary School 31510 Skaggs Springs Road Stewarts Point
California

SGSFL Job ID: 3982
Total Samples Submitted: 2
Total Samples Analyzed: 2

Date(s) Collected:

Date(s) Collected:		Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
Sample ID	Lab Number						
FDI-1	12659801						
Layer: White Non-Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (10 %)							
FDI-2	12659802						
Layer: White Non-Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (10 %)							



Tad Thrower, Laboratory Supervisor, Hayward Laboratory

Note: Limit of Quantification ('LOQ') = 1%. 'Trace' denotes the presence of asbestos below the LOQ. 'ND' = 'None Detected'.

Analytical results and reports are generated by SGS Forensic Laboratories (SGSFL) at the request of and for the exclusive use of the person or entity (client) named on such report. Results, reports or copies of same will not be released by SGSFL to any third party without prior written request from client. This report applies only to the sample(s) tested. Supporting laboratory documentation is available upon request. This report must not be reproduced except in full, unless approved by SGSFL. The client is solely responsible for the use and interpretation of test results and reports requested from SGSFL. SGSFL is not able to assess the degree of hazard resulting from materials analyzed. SGS Forensic Laboratories reserves the right to dispose of all samples after a period of thirty (30) days, according to all state and federal guidelines, unless otherwise specified. All samples were received in acceptable condition unless otherwise noted.

Page 1

Project Number	8641
Analysis Requested	PLM
Turn Around Time	2 day

[illegible]

Bob Herhold 4/19/23

Relinquished by [Signature] Date 4/19/23

APR 20 2023

Received by [Signature] 230 PM Date 4/19/23

Received by _____ Date _____

Kashia School District
Minutes
Board Meeting, March 8, 2023

1. Meeting called to order at 4:12 by Board President Glenda Antone
Roll Call: Trustee Glenda Antone, Trustee Rick Parrish (by phone), Trustee Coleen McCloud
Staff: Tami Bell, Patti Pomplin
2. Approval of Agenda: Moved by Trustee Parrish, seconded by Trustee McCloud and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items – None
4. Communication
 - 4.1 Legal Update for Brown Act Virtual Meetings Reviewed
5. Consent Agenda
Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the Board to approve the consent agenda as presented.
 - 5.1 Approve February 8, 2023 \$ February 27, 2023 Special Meeting Minutes
 - 5.2 Approve February Vendor Warrants
6. Reports and Communications
 - 6.1 Governing Board – None
 - 6.2 Superintendent – signed contract for Special Ed services; Mehl's Electric putting together an estimate for school generators estimated to be \$25,000; gutters need to be cleaned and moved away from the buildings to drain better; possible leak in classroom; Quan removed trees, need to talk to Tribe about branches by fence; would like a closed session in April to talk about the teacher and the SCOE evaluation.
 - 6.3 Business Manager – Impact Grant application for 2023-24 submitted; \$450,000 Literary Grant received.
 - 6.4 PTO – Planning field trips to Alcatraz/discovery museum/CA Academy of Science in April and the Monterey Bay Aquarium in June.
7. Items Scheduled for Information and Discussion
 - 7.1 School Cameras
Trustee Antone thought the camera's on campus only needed new batteries to work and she knew where to find the password for them to be usable.
 - 7.2 First Reading Board Policies
 - BP 4117.13 Early Retirement Option
 - AR 4117.14 Postretirement Employment
 - BP 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - AR 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - E 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - BP 4119.43 Universal Precautions
 - AR 4119.43 Universal Precautions
 - BP 4131 Staff Development
 - BP 4131.1 Beginning Teacher Support/Induction
 - BP 4135 Soliciting and Selling
 - BP 4136 Nonschool Employment
 - BP 4138 Mentor Teachers

8. Items Scheduled for Discussion and Action

- 8.1 Approved the 2021-22 Certification of Corrective Action for Audit Finding
Moved by Trustee McCloud, seconded by Trustee Parrish with one abstention,
motion passed to approve the corrective action as presented.
- 8.2 Approve Layoff/Non-Reelection Notification
Not needed.
- 8.3 Approved Budget Updates
Moved by Trustee McCloud, seconded by Trustee Parrish with one abstention,
motion passed by the board to approve the budget updates as presented.
- 8.4 Approved Second Interim Report
Moved by Trustee McCloud, seconded by Trustee Parrish with one abstention,
motion passed by the board to approve the 2nd Interim Report as presented.
- 8.5 Approved Contract with Unique Communications Assessment Results for
Education
Moved by Trustee Parrish, seconded by Trustee McCloud with one abstention,
motion passed by the board to approve the contract for Special Ed services through
the remainder of the 2022-23 school year.

9. Items Scheduled for Future Board Meetings.

- 9.1 Board Policies
- 9.2 Budget Updates
- 9.3 Tentative 2023-24 Budget
- 9.4 LCAP
- 9.5 2023-24 School Calendar
- 9.6 Williams Uniform Complaint Report

10. Meeting Adjourned at 5:18

Next Regular Meeting
Wednesday, April 5, 2023

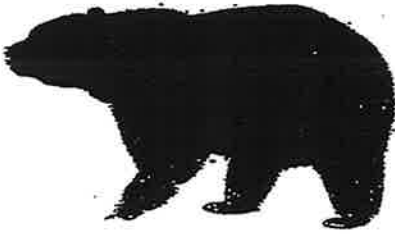
Respectfully submitted: Patti Pomplin

Signed: _____
Rick Parrish, Clerk

Kashia School District
Minutes
Special Board Meeting, April 19, 2023

Board Meeting Did Not Occur

Attached Letter was Read



Kashia School District

31510 Skaggs Spring Road

P.O. Box 129

Stewarts Point, CA 95480

707-785-9682 phone, 707-785-2802 fax

We, The Kashia School Board do not accept the March 2023 Kashia School Board packet or minutes presented in the April 2023 Board packet. The information written by Patti Pomplin, current CBO, is inaccurate and does not reflect the facts of the meeting.

Since July 2022 Patti Pomplin has ignored the requests of the Kashia School Board. She did not sign her new contract or present a work calendar. She has not turned in her monthly time sheets which are to be reviewed and approved by the Kashia School District. In July she went to the post office and without permission, requested that all school mail be sent to her home address.

Board President Glenda Antone wrote her to say that all school mail was official business and should go to the school mailbox as it has for years. Patti ignored the request, went to Greg from SCOE, who told the Board President that the keys would be returned by the time school began, mid August. Patti Pomplin still has the keys to this day, in violation of Kashia School protocol.

In July 2022, Kashia School was in great shape, clean, orderly, with many cultural projects and good community relations. The school had a positive cash reserve of more than \$500,000 and a promise of \$450,000 more to come. The \$450,000 did arrive. In just 7 years, under the leadership of Superintendent Frances Johnson and the Kashia Board, the school had gone from a negative cash flow to this impressive reserve. Kashia school now had almost a million in addition to the regular operating school funds received each year.

Patti Pomplin's March Board packet shows an intent to strip Kashia of its' hard earned money, gained over the past seven years through the efforts of the previous Superintendent, Frances Johnson and Kashia School Board. She states that the Total Services for 2021-2022 was \$243,647 and that Total Services for 2022-2023 will be \$832,073. This is a red flag! According to her part time CBO contract, she is not to receive health or welfare benefits. Yet she charged the school PERS \$8,634 for 2022-2023 and projected \$16,200 for 2023-2024. She did not itemize these expenses relative to specific people.

The Kashia School Board requests an itemized list of all incoming funds to Kashia for the 2022-2023 school year. We want to know how much Special Ed money was received and how it was used. We request invoices showing exactly what monies were paid, to which particular individual and for what purpose. Any transfer of Kashia money to another school, business or personal account needs to be disclosed. We expect all Kashia School documents to be returned to Kashia School by April 30, 2023. The arrangement of time must be made with the Board. The documents then are to be locked in a secure location.

Concerning the Superintendent/Principal salary, she states "prior employees in this position had one salary, not both, of. \$87,500." She knows that this is not true. The Superintendent/Principal has been paid on the SCOE Project Director salary for 8 years. We on the Board know this and feel Ms. Pomplin is attempting to deceive us.

According to 7.4 she only projects a surplus of only \$61,783 for 2023-2024. Also in 7.4 she plans for one full time teacher, no Superintendent/Principal, cuts the Resource teacher from 50% to one day a week and keeps the instructional aide.

At the same time, while attempting to drastically reduce services for Kashia, she is asking for "Additional PERS for CBO due to expected loss of hours at Horicon". We do not agree to pay any more money to Patti. Her contract clearly states, "Both parties agree Business Manager is not eligible for District paid Health and Welfare. In the past Patti had to return money to Kashia which she put in her PERS. It was about \$12,000. She shrugged it off, saying that she had not personally taken the money and it would be returned to Kashia. It did show up as returned in a Board Packet, but we do not know if it was really returned or just a paper manipulation.

For reference we are submitting one of the contracts for Patti and a time sheet. She never turned in her contract for this year even though it was left for her and a copy was given to Mr. Bell to make sure it was signed and given to the Board.

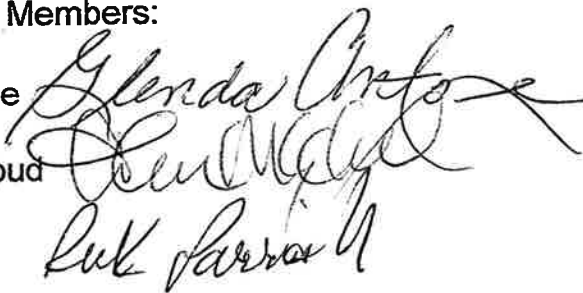
This is only an outline. When we receive all school documents, continue with legal counsel, and an independent auditor, we will request another Board meeting. As it is, the Board packets are a sham, an attempt to once again bring Kashia to financial ruin. We will not let this happen and will take all legal steps necessary to preserve Kashia School and its' resources.

School Board Members:

Glenda Antone

Coleen McCloud

Rick Parrish



Checks Dated 04/01/2023 through 04/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1954145	04/05/2023	Patti Pomplin	01-4310	books	154.78	
			01-4350	multiplication boards	43.36	
			01-4395	office supplies	74.58	
			01-4395	b bryan field trip	275.00	
1954146	04/05/2023	Valley Comfort Heat & Air Inc	01-5862	fingerprinting	105.00	652.72
1955883	04/12/2023	Adriana Ruiz	01-5800	office heater inspection		185.00
1955884	04/12/2023	Employment Development Dept.	01-5201	fingerprinting		85.25
1955885	04/12/2023	Francis K Macias	01-9555	94205275 23/1		188.40
1955886	04/12/2023	JR's Auto Care Ctr	01-5800	March van		256.00
1955887	04/12/2023	Lester Pinola	01-5630	brakes and rotors		867.81
1955888	04/12/2023	Patti Pomplin	01-5201	fingerprinting		85.25
			01-4310	derby cars	151.40	
1955889	04/12/2023	Sonoma County Office Of Ed	01-4390	PTO easter	93.56	244.96
1955890	04/12/2023	Unique Communication Assess LLC	01-5838	District Administrator		13,903.84
1957327	04/19/2023	Department of Justice Accounting Office	01-5800	IEP		712.50
1957328	04/19/2023	Laura Rohrman	01-5862	March Fingerprinting		147.00
1957329	04/19/2023	Pacific Gas & Electric	01-4310	classroom supplies/books		64.59
			01-5520	28343238771	203.09	
				93967066411	22.92	
				94383733055	32.09	258.10
1957330	04/19/2023	Patti Pomplin	01-4310	books,chart, periodic table		114.05
1957331	04/19/2023	Recology Sonoma Marin	01-5560	1812654333		211.45
1957332	04/19/2023	Stephen Roatch Accountancy	01-5821	22-23 #1		1,630.00
1958641	04/26/2023	Amerigas	01-5510	200821025		1,037.51
1958642	04/26/2023	ESP & Alarms Inc	01-5832	874-099		90.00
1958643	04/26/2023	Laura Rohrman	01-4395	field trip/books		452.98
1958644	04/26/2023	Gene Parrish	01-5200	2 night and mileage		459.83
1958645	04/26/2023	Patti Pomplin	01-4310	book/light/food		150.49
Total Number of Checks					21	21,797.73

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	21	21,797.73

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), Apr 29 2023 9:56AM

ESCAPE

ONLINE

Page 1 of 2

Checks Dated 04/01/2023 through 04/30/2023					
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount
		Total Number of Checks	21		21,797.73
		Less Unpaid Sales Tax Liability			.00
		Net (Check Amount)			21,797.73

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.

Checks Dated 03/01/2023 through 03/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1947663	03/01/2023	Frontier Communications	01-5911	70778596821013815		262.56
1947664	03/01/2023	Hillyard	01-4353	towel dispenser		80.49
1947665	03/01/2023	Martin's Mowing	01-5800	weat eat, mow, dump run, clean up		3,702.50
1947666	03/01/2023	Sonoma County Office Of Ed	01-5838	District Administrator		13,903.83
1947667	03/01/2023	Sonoma-3871	01-5560	compost	29.55	
				yard waste	42.36	71.91
1949133	03/08/2023	Francis K Macias	01-5800	february meals		144.00
1949134	03/08/2023	Hillyard	01-4353	paper towels		139.28
1949135	03/08/2023	Pacific Gas & Electric	01-5520	28343238771		211.76
1949136	03/08/2023	Patti Pomplin	01-4310	books	59.51	
			01-4350	office key box	37.92	
1950752	03/15/2023	Ally Technology Consulting	01-4353	vacuum - extension cords - hooks - garden	337.80	435.23
1950753	03/15/2023	Hillyard	01-5840	adjusted through year end		235.00
1950754	03/15/2023	Laura Rohrman	01-4353	mirror		144.42
			01-4310	tpt	4.00	
			01-4700	pizza food	256.04	260.04
1950755	03/15/2023	Coleen McCloud	01-5201	fingerprinting		85.25
1950756	03/15/2023	Pacific Gas & Electric	01-5520	93967066411	60.83	
				94383733055	88.04	148.87
1950757	03/15/2023	Patti Pomplin	01-4310	books		
			01-4353	emergency phone	12.92	56.29
1950758	03/15/2023	Recology Sonoma Marin	01-5560	1812654333	43.37	211.45
1952141	03/22/2023	Laura Rohrman	01-4353	keys		48.88
1952142	03/22/2023	NSCAPSD	01-5800	account #9530		75.00
1952143	03/22/2023	Patti Pomplin	01-4310	headphones		149.67
Total Number of Checks					19	20,366.43

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	20,366.43
Total Number of Checks		19	20,366.43
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			20,366.43

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

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Mar 27 2023 7:38AM

Item 7.1
School Cameras

The cameras located on the outside of the buildings need 2 AA batteries, which have been ordered and are easily replaced. The password has not been located, and Joseph stated he no longer has this information.

No further action with Ally Tech has been taken.

Going back through financial records as far as 2016-17, the vendor for this purchase was not located. All accounts payable records are located at Kashia in the locked back room for further investigation, should the board decide to see if the original vendor has a process to reset the password for the current cameras.

Williams Settlement Quarterly Uniform Complaint Report - January 1, 2023 - March 31, 2023

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.

 **ppomplin@kashiaesd.org** (not shared) Switch account

 Draft saved

* Required

Name of District

Kashia School District

Name and Title of Person Reporting *

Patti Pomplin



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

Clear selection

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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



INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

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



Kashia ESD

Board Policy

Early Retirement Option

BP 4117.13

Personnel

When it is beneficial to the district, the Board of Trustees may offer certificated employees the option to retire early in accordance with law.

Two Years of Service Credit Retirement Incentive

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

The Board may also consider the impact of the early retirement option on the staffing needs of the district school and the ability to satisfy federal requirements for highly qualified teachers pursuant to 20 USC 6319.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

Two + Two Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference:

EDUCATION CODE

22714 Service credit under STRS; additional two years

44929 Service credit under STRS; additional two years

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

COURT DECISIONS

United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th 1510

Management Resources:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS

Retirement Incentive Program, Frequently Asked Questions

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Postretirement Employment

AR 4117.14
Personnel

When necessary, the Board of Trustees may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent/Principal or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age

4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed

5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of

compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered

6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent/Principal or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent/Principal or designee may contact CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

Postretirement Compensation Limitation, Notice, and Report

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent/Principal or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

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

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

26113 Creditable service, definition

35046 Consultancy contracts

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Exposure Control Plan For Bloodborne Pathogens

BP 4119.42

Personnel

As part of its commitment to provide a safe and healthful work environment, the Board of Trustees recognizes the importance of developing an exposure control plan. The Superintendent/Principal or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

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

The Superintendent/Principal or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent/Principal or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))

Any employee not identified by the Superintendent/Principal or designee as having occupational exposure may submit a request to the Superintendent/Principal or designee to be included in the training and hepatitis B vaccination program. The Superintendent/Principal or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA: http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Exposure Control Plan For Bloodborne Pathogens

AR 4119.42

Personnel

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:

- a. All job classifications in which all employees have occupational exposure
 - b. Job classifications in which some employees have occupational exposure
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above
2. The schedule and method of implementing:
- a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
 - b. Hepatitis B vaccination
 - c. Bloodborne pathogen post-exposure evaluation and follow-up
 - d. Communication of hazards to employees, including labels, signs, information and training
 - e. Recordkeeping
3. The district's procedure for evaluating circumstances surrounding exposure incidents
4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries
5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log
6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments
7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures

The Superintendent/Principal or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent/Principal or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent/Principal or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually

thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent/Principal or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log

The Superintendent/Principal or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident
 - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated

g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent/Principal or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent/Principal or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law
3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent/Principal or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent/Principal or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and

providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent/Principal or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Exhibit

Exposure Control Plan For Bloodborne Pathogens

E 4119.42

Personnel

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Signature

Employee Name (Please print)

Date

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Universal Precautions

BP 4119.43

Personnel

In order to protect employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Universal Precautions

AR 4119.43

Personnel

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Employee Information

The Superintendent/Principal or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

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

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Infection Control Practices

The Superintendent/Principal or designee shall ensure that the worksite is effectively maintained

in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))

Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent/Principal or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent/Principal or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The Superintendent/Principal or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent/Principal or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.

2. Use personal protective equipment as appropriate.

- a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be

generated and eye, nose or mouth contamination can be reasonably anticipated.

3. Wash hands and other skin surfaces thoroughly with soap and running water:
 - a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials
 - b. Immediately after removing gloves or other personal protective equipment

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
 - b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
 - c. Disposable sharps shall not be reused.
8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
 - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily

accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.

b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Staff Development

BP 4131

Personnel

The Board of Trustees believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent/Principal or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The Superintendent/Principal or designee shall involve teachers and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other school plans.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.3 - Civic Education)

(cf. 6142.5 - Environmental Education)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6141.5 - Advanced Placement)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

10. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

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

(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

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

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

The Superintendent/Principal or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4138 - Mentor Teachers)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

The Superintendent/Principal or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report

to the Board regarding the effectiveness of the staff development program. Based on the Superintendent/Principal's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

41530-41533 Professional Development Block Grant

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth programs for individual teachers

44325-44328 District interns

44450-44468 University internship program

44570-44578 Inservice training, secondary education

44580-44591 Inservice training, elementary teachers

44630-44643 Professional Development and Program Improvement Act of 1968

44700-44705 Classroom teacher instructional improvement program

45028 Salary schedule and exceptions

48980 Notification of parents/guardians: schedule of minimum days

56240-56245 Staff development; service to persons with disabilities

99200-99206 Subject matter projects

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

13025-13044 Professional development and program improvement

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

WEB SITES

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

California Department of Education, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmc.ucop.edu>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Beginning Teacher Support/Induction

BP 4131.1

Personnel

The Board of Trustees recognizes that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater district retention of capable beginning teachers. The Superintendent/Principal or designee shall ensure that first- and second-year teachers receive guidance to help them make an effective transition into the teaching profession.

(cf. 4131 - Staff Development)

The Superintendent/Principal or designee shall inform beginning teachers about induction programs that are available to help them fulfill the requirements of the professional clear multiple- or single-subject teaching credential pursuant to Education Code 44259.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

District-Sponsored BTSA Induction Program

When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of Public Instruction, the district may serve as a sponsor of an induction program. The program shall meet state standards for induction programs and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

The Superintendent/Principal or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher, knowledgeable about beginning teacher development and needed competencies, and effective in interpersonal and communication skills. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants.

(cf. 4138 - Mentor Teachers)

The Superintendent/Principal or designee shall provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers.

Professional development provided to a beginning teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.

Subject to verification and approval of the Superintendent/Principal or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC-approved teacher preparation program. (Education Code 44279.1)

The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise subsequent individual induction plans. The Superintendent/Principal or designee shall maintain a complete record of each participating teacher's participation and progress toward completion of professional credential requirements.

Performance assessments conducted as part of the induction program shall not be used for employment-related evaluations, as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)

(cf. 4115 - Evaluation/Supervision)
(cf. 4117.4 - Dismissal)

The Superintendent/Principal or designee shall conduct an annual evaluation of the induction program and shall report to the Board regarding its effectiveness in meeting induction program goals.

(cf. 0500 - Accountability)
(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

41520-41522 Teacher Credentialing Block Grant

41530-41532 Professional Development Block Grant

44259 Credential requirements

44259.5 Standards for professional preparation programs

44275.4 Credential requirements, induction, out-of-state teachers

44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)

44325-44329 District interns

44380-44386 Alternative certification

44450-44468 University interns

44560-44562 Certificated Staff Mentoring Program

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80055 Internship credential

80413 Credential requirements

80413.3 Credential requirements; teachers with out-of-state credentials

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, training and recruiting high quality teachers and principals

7801 Definitions, highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING/CALIFORNIA DEPARTMENT OF
EDUCATION POLICY

Funding Policy for Teacher Development Programs, December 2006

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Induction Manual: A Credential Application Processing Guidebook for Commission-Approved
Induction Programs, June 2004

Final Report of the Individual Evaluation of the Beginning Teacher Support and Assessment
Program,

April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March
2002

California Standards for the Teaching Profession, 1997

WEB SITES

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

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

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

Policy Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Soliciting And Selling

BP 4135

Personnel

Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.

(cf. 1325 - Advertising and Promotion)

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

(cf. 4136/4236/4336 - Tutoring)

(cf. 5022 - Student and Family Privacy Rights)

Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.

(cf. 5125.1 - Release of Directory Information)

Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as private, non-district-sponsored businesses shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

(cf. 3312.2 - Educational Travel Program Contracts)

Staff participation in "flower funds," "anniversary funds" or other similar funds shall be voluntary.

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Nonschool Employment

BP 4136

Personnel

In order to help maintain public trust in the integrity of district operations, the Board of Trustees expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

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

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

(cf. 9270 - Conflict of Interest)

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

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

(cf. 3300 - Expenditures and Purchases)

(cf. 4040 - Employee Use of Technology)

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

(cf. 4135/4235/4335 - Soliciting and Selling)

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

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

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

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent/Principal or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4144/4244/4344 - Complaints)

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

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

51520 Prohibited solicitation on school premises

GOVERNMENT CODE

1126 Incompatible activities of employees

1127 Incompatible activities; off duty work

1128 Incompatible activities, attorney

CODE OF REGULATIONS, TITLE 5

80334 Unauthorized private gain or advantage

ATTORNEY GENERAL OPINIONS

70 Ops.Cal.Atty.Gen. 157 (1987)

Management Resources:

WEB SITES

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Mentor Teachers

BP 4138

Personnel

The Board of Trustees encourages experienced, qualified teachers to provide mentoring and support services to beginning teachers, interns, and other teachers who would benefit from guidance and assistance designed to enhance teacher performance and improve student learning. The district shall provide a stipend to mentor teachers in accordance with law, Board policy, and administrative regulation.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4139 - Peer Assistance and Review)

The Superintendent/Principal or designee shall establish procedures for the nomination and selection of teachers to serve as mentors and shall verify that selected teachers fulfill the qualifications specified in law and administrative regulation. The Board shall approve the final designation of mentor teacher(s) upon recommendation of the Superintendent/Principal or designee.

The Superintendent/Principal or designee shall determine the specific duties and responsibilities of mentor teachers and shall assign interns and beginning teachers to each mentor teacher. He/she shall coordinate mentor teacher activities with other programs designed to support and enhance teachers' skills.

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

(cf. 4315.1 - Staff Evaluating Teachers)

The duration of the designation as a mentor teacher shall be for a period of five consecutive years, provided that the teacher continues to meet all required qualifications. When the teacher has completed five years as a mentor teacher, the Board may renew his/her designation upon recommendation from the Superintendent/Principal or designee.

Certificated Staff Mentoring Program

Contingent upon state funding, the district shall provide an incentive for experienced teachers to serve as mentor teachers in "staff priority schools" with the lowest student achievement, as defined in Education Code 44561 and administrative regulation.

(cf. 0500 - Accountability)

The Superintendent/Principal or designee shall ensure that the district meets its obligations under this program to: (Education Code 44561)

1. Provide each mentor teacher with an annual salary stipend in accordance with Education Code 44562 and the annual State Budget Act
2. In assigning the mentor teacher, give priority for services to candidates participating in an alternative certification program pursuant to Education Code 44380-44387 and then to beginning teachers participating in the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7
3. Assure that the mentor teacher has received training to serve in a mentor capacity or has previously served as a mentor in programs for new teachers, including, but not limited to, induction or intern programs
4. Provide the mentor teacher with adequate time and material resources to assist beginning teachers

Legal Reference:

EDUCATION CODE

44279.1-44279.7 Beginning Teacher Support and Assessment Program

44325-44329.5 District interns

44380-44387 Alternative certification

44450-44468 Teacher Education Internship Act of 1967 (university interns)

44500-44508 Peer Assistance and Review Program

44560-44562 Certificated Staff Mentoring Program

44830.3 Interns, professional development and guidance

52052 Academic performance index

CODE OF REGULATIONS, TITLE 5

80021 Short-term staff permit

80021.1 Provisional internship permit

80026.5 Guidance and assistance for emergency permit holders

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Final Report of the Individual Evaluation of the Beginning Teacher Support and Assessment Program, April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs (SB 2042), March 2002

California Standards for the Teaching Profession, 1997

WEB SITES

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

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

**2023-24 School Calendar
Items for Discussion**

July 2023

Both calendars are the same

August 2023

Horicon has 6 staff development days – Point Arena has 4 – Kashia has 4
Students start Monday the 21st for Horicon
Students start Wednesday the 23rd for Point Arena

September 2023

Both calendars are the same
Holiday on Monday the 4th
Native American Day on Friday the 22nd

October 2023

Both calendars are the same

November 2023

Both calendars have a staff development day on Wednesday the 1st
Horicon has parent conference days scheduled for the 13th through the 17th
Holidays on the 10th, 23rd and 24th - Non School days on the 20th to the 22nd

December 2023

Both calendars have winter break from the 22nd through the 29th - Holiday on the 25th

January 2024

Both calendars have winter break from the 2nd through the 5th
Both calendars have holidays on the 1st and the 15th

February 2024

Horicon has the 19th to 21st off for President's day (2 of those are holidays)
Point Arena has 19th to 23rd off (2 of those are holidays)

March 2024

Horicon has a storm day on Monday the 11th
Point Arena has a staff development day on Friday the 22nd
Point Arena has a storm day on Friday the 29th

April 2024

Easter is on the 1st
Horicon has spring break from the 1st through the 5th
Point Arena has spring break from the 15th through the 19th

May 2024

Both schools have a storm day on Friday the 24th - Both schools have a holiday on Monday the 27th

June 2024

Last day of school for Horicon is Friday the 7th
Last day of school for Point Arena is Friday the 14th
Holiday the 19th

HORICON SCHOOL DISTRICT MASTER CALENDAR 2023-2024

M	T	W	TH	F
JULY				
				0
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

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

FEBRUARY				
				18
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

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

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

OCTOBER				
				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	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

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

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

DECEMBER				
				16
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

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

HOLIDAYS	
10 Mo.	10
12 Mo.	12
D.O.	13

Storm Days: If school is cancelled due to hazardous conditions, 3/11 & 5/24 will be used as a make-up day. If no school days are cancelled, 3/11 & 5/24 will be non-school days.

HORICON TRIMESTER ENDS		
First	*	11/3/2023
Second	*	3/22/2023
Third	*	6/7/2023
		180

TOTAL STUDENT DAYS
180

	Holiday
	Staff Development
	First Day of School
	Minimum Day
	No Students, Teachers or 10 Mo. Staff
	Storm Day if necessary
	Board Meetings - dates set based on calendar yr., so Jan.-June dates are TBD
	Vacation for all

* report cards due minimum day for students

**POINT ARENA JOINT UNION HIGH SCHOOL
ARENA UNION ELEMENTARY SCHOOL
MASTER CALENDAR
2023-2024**

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F	
JULY					0
3	4	5	6	7	
10	11	12	13	14	4 - Holiday-Independence Day
17	18	19	20	21	
24	25	26	27	28	
31					

AUGUST					7
	1	2	3	4	9 - Board Meeting
7	8	9	10	11	21, 22 - Certificated Staff Development
14	15	16	17	18	21, 22 - Paraeducator Staff Development
21	22	23	24	25	22 - Other 10-month Classified Staff Return
28	29	30	31		23 - Students Return

SEPTEMBER					20
				1	
4	5	6	7	8	4 - Holiday-Labor Day
11	12	13	14	15	13 - Board Meeting
18	19	20	21	22	
25	26	27	28	29	

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

NOVEMBER					15
		1	2	3	1 - Certificated Staff Development
6	7	8	9	10	10 - Holiday-Veteran's Day
13	14	15	16	17	15 - Board Meeting
20	21	22	23	24	20-24 - Thanksgiving Break
27	28	29	30		23-24-Holiday-Thanksgiving & Admissions Day

DECEMBER					16
				1	13 - Board Meeting
4	5	6	7	8	22 - Minimum Day
11	12	13	14	15	
18	19	20	21	22	12/25-1/5 - Winter Break
25	26	27	28	29	25 - Holiday-Christmas

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Paraeducators	182
Total Work Days	10 Mo.	Other Classified	181
Total Work Days	11 Mo.	Certificated	184
Total Work Days	12 Mo.	Classified	260

PAHS / AUES (6-8) QUARTER ENDS		
First	42	October 20
Second	38	Dec. 22
Third	48	March 22
Fourth	52	June 14
	180	

AUES (K-5) TRIMESTER ENDS		
First	60	Nov. 17
Second	68	March 22
Third	52	June 14
	180	

TOTAL STUDENT DAYS	
	180

M	T	W	TH	F	
JANUARY					17
1	2	3	4	5	1 - Holiday-New Year's Day
8	9	10	11	12	1-5 Winter Break
15	16	17	18	19	8 - School Resumes
22	23	24	25	26	15 - Holiday-Martin Luther King Day
29	30	31			

FEBRUARY					16
			1	2	
5	6	7	8	9	
12	13	14	15	16	19-23 - President's Break
19	20	21	22	23	19 - Holiday-President's Day.
26	27	28	29		20 - Holiday-Lincoln's Day Alternative

MARCH					19
				1	
4	5	6	7	8	
11	12	13	14	15	22- Staff Development
18	19	20	21	22	29 - Good Friday, DO Closed
25	26	27	28	29	29 - Storm Day

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

MAY					21
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	24 - Storm Day
27	28	29	30	31	27 - Holiday-Memorial Day

JUNE					10
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	14 - Last Day of School-Minimum Day
24	25	26	27	28	19 - Juneteenth Holiday

HOLIDAYS	
10 Mo.	10
12 Mo.	12
D.O.	13

Storm Days: If school is cancelled due to hazardous conditions, 3/29 & 5/24 will be used as a make-up day. If no school days are cancelled, 3/29 & 5/24 will be non-school days.

	Holiday
	Staff Development
	First Day of School
	Minimum Day
	No Students, Teachers or 10 Mo. Staff
	Storm Day if necessary
	Board Meetings - dates set based on calendar yr., so Jan.-June dates are TBD

Model OB24-01 Original 2023-24

Fiscal Year 2023/24

Fund 01 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	303,209	56.76%
8100	Federal Reserves = Impact Grant	77,000	14.41%
8200	Federal = REAP, Title 7	24,200	4.53%
8500	State	24,800	4.64%
8600	Other Local Revenues	10,000	1.87%
8700	RSP FROM SELPA	95,000	17.78%
Total Revenue		534,209	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Personnel Salary			
1100	Teachers' Salaries - Regular	99,000	18.53%
Total 1000		99,000	18.53%

2000 Classified Personnel Salaries			
2100	Instructional Aides' Salaries	25,000	4.68%
2300	Class Suprvsrs' & Admins' Sal	30,000	5.62%
2900	Other Classified Salaries	10,500	1.97%
Total 2000		65,500	12.26%

3000 Employee Benefits			
3100	Benefits - Strs	20,488	3.84%
3200	Benefits - Pers	6,476	1.21%
3300	Benefits = OASDI	6,455	1.21%
3400	Benefits - Health & Welfare	20,000	3.74%
3500	Benefits - Unemployment	767	.14%
3600	Benefits - Workers' Comp Ins	3,061	.57%
Total 3000		57,247	10.72%

4000 Books & Supplies			
4300	Materials & Supplies	19,200	3.59%
4700	Food Purchases For Food Servc	500	.09%
Total 4000		19,700	3.69%

5000 Svcs & Oth Oper Expenditures			
5200	Travel & Conferences	1,700	.32%
5300	Dues & Memberships	600	.11%
5400	Insurance	3,162	.59%
5500	Utilities & Housekeeping Svcs	14,300	2.68%
5600	Rentals And Leases	1,000	.19%
5800	Other Svcs & Oper Expenditures	201,964	37.81%
5900	Communications	2,600	.49%
Total 5000		225,326	42.18%
Total Expenditure		466,773	87.38%

Fund Balance	Description	Amount	Percentage of Sources
9789	Reserve economic Uncertainty	76,000	14.23%
9790	Undesignated/unappropriated	474,947	88.91%
Total Fund Balance		550,947	103.13%

Model OB24-01 Original 2023-24

Fiscal Year 2023/24

Fund 01 General Fund

Starting Balance
 + Revenues
 - Expenditures
 - Budgeted Reserves & Fund Bal
 = Unappropriated Balance

0
 534,209
 466,773
 550,947
 483,511-

Estimated
Extra
Reserves
67,436

Starting Balance		0	
+ Total Revenues		534,209	
= Total Sources		534,209	

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Personnel Salary	99,000	18.53%
2000	Classified Personnel Salaries	65,500	12.26%
3000	Employee Benefits	57,247	10.72%
4000	Books & Supplies	19,700	3.69%
5000	Svcs & Oth Oper Expenditures	225,326	42.18%
6000			%
7000			%
- Total Expenditures		466,773	87.38%
- Total Budgeted Reserves and Fund Balance		550,947	103.13%
= Unappropriated Balance		483,511-	90.51-%

			2022-23 Estimated Actuals			2023-24 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)	
Description	Resource Codes	Object Codes							
A. REVENUES									
1) LCFF Sources		8010-8099	262,677.92	2,741.00	265,418.92	303,209.00	0.00	303,209.00	14.2%
2) Federal Revenue		8100-8299	118,280.00	(3,681.00)	114,599.00	75,000.00	26,200.00	101,200.00	-11.7%
3) Other State Revenue		8300-8599	1,611.49	519,961.42	521,572.91	1,900.00	22,900.00	24,800.00	-95.2%
4) Other Local Revenue		8600-8799	14,929.27	121,598.00	136,527.27	10,000.00	95,000.00	105,000.00	-23.1%
5) TOTAL, REVENUES			397,498.68	640,619.42	1,038,118.10	390,109.00	144,100.00	534,209.00	-48.5%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	850.52	19,756.38	20,606.90	49,000.00	50,000.00	99,000.00	380.4%
2) Classified Salaries		2000-2999	38,036.65	30,510.00	68,546.65	37,500.00	28,000.00	65,500.00	-4.4%
3) Employee Benefits		3000-3999	18,860.56	13,763.87	32,624.43	31,806.00	25,441.00	57,247.00	75.5%
4) Books and Supplies		4000-4999	13,868.79	5,259.76	19,128.55	18,800.00	900.00	19,700.00	3.0%
5) Services and Other Operating Expenditures		5000-5999	162,525.16	83,841.14	246,366.30	185,567.00	39,759.00	225,326.00	-8.5%
6) Capital Outlay		6000-6999	2,845.27	0.00	2,845.27	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299	7,986.00	0.00	7,986.00	0.00	0.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7400-7499	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		7300-7399	244,972.95	153,131.15	398,104.10	322,673.00	144,100.00	466,773.00	17.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			152,525.73	487,488.27	640,014.00	67,436.00	0.00	67,436.00	-89.5%
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	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)									
			152,525.73	487,488.27	640,014.00	67,436.00	0.00	67,436.00	-89.5%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	552,459.68	42,206.02	594,665.70	681,163.41	529,694.29	1,210,857.70	103.6%
a) As of July 1 - Unaudited			(23,822.00)	0.00	(23,822.00)	0.00	0.00	0.00	-100.0%
b) Audit Adjustments		9793							

Description	Resource Codes	Object Codes	2022-23 Estimated Actuals			2023-24 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)	
c) As of July 1 - Audited (F1a + F1b)			528,637.68	42,206.02	570,843.70	681,163.41	529,694.29	1,210,857.70	112.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			528,637.68	42,206.02	570,843.70	681,163.41	529,694.29	1,210,857.70	112.1%
2) Ending Balance, June 30 (E + F1e)			681,163.41	529,694.29	1,210,857.70	748,599.41	529,694.29	1,278,293.70	5.6%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	571,323.29	571,323.29	0.00	571,323.29	571,323.29	0.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	681,163.41	(41,629.00)	639,534.41	672,599.41	(41,629.00)	630,970.41	-1.3%
G. ASSETS									
1) Cash									
a) in County Treasury		9110	704,490.32	529,694.29	1,234,184.61				
1) Fair Value Adjustment to Cash in County Treasury		9111	(23,822.00)	0.00	(23,822.00)				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	0.00	0.00	0.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	0.00	0.00	0.00				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				

Item 7.4
Possible Superintendent/Principal/Teacher Salary Schedule
And Job Description

Superintendent/Principal/Teacher services are currently budgeted under object code 5838 “services” and are being provided by Sonoma County Office of Education.

If the board wishes to hire someone directly to provide the services required for this role, prior to posting an advertisement, a salary schedule and job description will need to be developed.

Attached for Reference:

The Principal or Superintendent Salary Schedule in Escapes dated July 1, 2014

Horicon’s 2022-23 Superintendent/Principal salary schedule

Two Rock’s Superintendent/Principal salary schedule

Surprise Valley’s Superintendent/Principal job description

The above is for reference only and would not be needed is SCOE would be willing to continue to provide these services.

ANNUAL RATES

A

1	87,500.00
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2	87.500.00
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CBISCHOF, Jun 22 2014 11:20AM

ESCAPE ONLINE



Superintendent Salary Schedule

2022-23 with 6.56% COLA

\$121,476

\$123,858

\$126,242

\$128,623

\$131,005

\$133,982

\$136,961

\$139,937

\$142,914

\$149,089

\$1,000 Longevity Stipend After Year 10



Two Rock Union School

Superintendent / Principal Vacancy Announcement

The Two Rock School community is committed to a shared responsibility for encouraging creativity while developing every child's academic and social skills as a foundation for lifelong learning

The Position

Two Rock Union School District Board of Trustees is seeking an experienced educator with proven leadership skills to continue the District's tradition of creating a challenging, safe, and caring environment for each student.

Successful applicants for the Superintendent/Principal position will demonstrate the ability to:

- **Further** the District's commitment to academic excellence, arts education, environmental stewardship, and life skills development
- **Ensure** effective implementation of the California Common Core State Standards
- **Develop** and execute the Local Control and Accountability Plan
- **Provide** fiscal oversight of the District Budget and Local Control Funding Formula
- **Maintain** transparency, openness, and integrity in dealing with the school community
- **Maintain** and expand the District's positive affiliations with community organizations and governmental agencies
- **Inspire** change to move the District forward

The Community and District

Two Rock Elementary School is a TK-6 elementary school, serving approximately 160 students with 25 full and part-time staff. It is the only school within the Two Rock Union School District, which unified in 1953 when three one-room schoolhouses merged. Presently, the school maintains fourteen classrooms, offering one classroom per grade, an English Language Development classroom, library and STEM Lab. The school also rents a classroom to a preschool program and hosts a special education preschool class.

Two Rock School is a small, rural school in western Sonoma County, about seven miles outside the city of Petaluma. Nestled in an agricultural valley, Two Rock is adjacent to the United States Coast Guard Training Center (TRACEN) and serves families that are stationed on the base or who live and work on the surrounding dairy farms.

As a small school, Two Rock offers an individualized educational program in a safe, community-focused environment. We are very excited to be implementing a new Science, Technology, Engineering and Math (STEM) lab. Students participate in hands-on project based lessons that integrate all curricular areas and allow them to explore real life connections to what they learn in the classroom. In addition to rigorous education in the core subjects, students benefit from 1:1 technology devices and state of the art media

systems. Students also participate in art, music, physical education, library and garden programs. Students learn life skills through the use of the Toolbox Project while being supported with extensive counseling and intervention programs. After school programs that include sports for all 4th-6th grade students offer students options outside of the school day. Our small school environment and full educational curriculum allows all students to be successful and supported.

A Brief History

Originally, three separate schools served the Two Rock community. Iowa School, the first public school in Sonoma County, was established in 1852; Walker School in 1876; and Two Rock School in 1885. The three schools were unified under one school board of trustees in 1919. In 1952, the present site was chosen for the unification of these schools into one location and Two Rock Union School was built on five acres deeded to the district by the U.S. Government.

Vision Statement

It is the vision of Two Rock School that all students will be challenged and prepared for rigorous standards in an environment of equity, respect, and responsibility.

In order to realize our vision, we will:

- Build upon our community's unique diversity and establish tradition
- Guide our students to meet and exceed academic challenges, become technologically literate, physically fit, and exhibit initiative and positive social behavior
- Use data to make informed decisions that enhance learning opportunities for all students
- Develop resilient students with the ability to problem solve, collaborate, and think creatively and critically

Seeking a candidate who:

- Is an open, approachable, and visible team-builder
- Has the ability to listen, communicate, and work effectively with diverse groups
- Possesses sound financial management skills
- Works harmoniously and respectfully with the Board, community, students, staff, and parents
- Is committed to collaborative bargaining with a record of creating a positive climate in employer-employee relations
- Has experience using and implementing technology to promote learning, teaching, communication, and productivity
- Has a personal commitment to implement the District's mission statement
- Has the ability to identify, select, supervise and evaluate staff in a manner that promotes outstanding performance and high morale

Selection Process and Compensation

The Board of Trustees is offering a contract with a competitive and negotiable salary based on qualifications and experience consistent with small Sonoma County School Districts, beginning as soon as possible. Benefits include a contribution toward the following: medical, dental, and vision.

Application Procedure

The final filing deadline for applications is **July 22, 2020, at 4:30 p.m.** It is the applicant's responsibility to have all forms, materials, and letters submitted in time to meet this deadline. All material will be treated confidentially.

A completed application includes:

- A fully completed on-line Edjoin application
- A letter describing personal qualifications and interest in the position
- A resume detailing educational preparation, experience, and achievements
- Four (4) letters of recommendation (dated within the past 2 years)
- Copies of appropriate credentials

Applications must be submitted online at www.edjoin.org.

If you have specific **application questions**, please contact Susie Truelove, Human Resources Analyst at the Sonoma County Office of Education, by phone: (707) 524-2677 or by email: struelove@scoe.org.

If you have questions about the position, please contact the board's representative, John Laughlin, Associate Superintendent of Human Resources at the Sonoma County Office of Education, by phone: (707) 524-2729 or by email: jlaughlin@scoe.org.

Please do not make direct contact with members of the board as this will result in immediate disqualification of your application.

Board of Trustees

Gayleen Maas, President

John Silvestrini

Julie Jacobson

Ken Mazzetta

Kathy Wilson

Surprise Valley Joint Unified School District

Superintendent / Principal

This certificated position reports directly to the Surprise Valley Joint Unified School Board of Trustees. The primary responsibilities of the Superintendent / Principal; *Perform duties outlined in Education Code 35035, execute board policies and implement identified goals established by the SVJUSD Board of Trustee.*

Brief Description of Position: SVJUSD is located in a rural agricultural community in Modoc County California. The individual hired for this position will serve as principal for both the elementary and the high school sites. Total enrollment district wide is approximately 110 students. The district principal is responsible for the direction of the educational program; provides administrative and professional leadership in instruction and curriculum development; responsible for the implementation of the educational program and operation of the school plant; designs and implements procedures to evaluate the instructional program effectiveness; plans, develops, and carries out public and community relations programs and activities; and participates in staff and student activities and community leadership.

DUTIES AND RESPONSIBILITIES:

- Comply with policies, rules, and regulations adopted by the Board and the State Board of Education
- Efficiently and effectively manage the programs of the District
- Perform other duties and responsibilities as assigned by the Board
- Communicate with the Board regarding items that require Board ratification at the earliest opportunity
- Responsible for organizing, reorganizing, and arranging the District's administrative and supervisory staff, including but not limited to instruction and business affairs
- Responsible for all personnel matters not otherwise delegated pursuant to Board policy, including selection, assignment, and transfer of employees, subject to approve of the Board of Trustees
- Review all policies adopted by the Board of Trustees and make appropriate recommendations to the Board
- Evaluate employees as provided for by California law, collective bargaining agreement, and Board policy
- Advise the Board of all possible sources of funds which might be available to implement present or contemplated District programs.
- Establish and maintain an appropriate community relations program.

SUMMARY OF QUALIFICATIONS:

- An educational leader who is accessible, approachable, and open to input
- A collaborative leader who listens and communicates effectively with all groups; is enthusiastic and compassionate and has the highest personal ethics
- A leader who has the courage to make difficult decisions based upon what is the best for the students and the schools
- A leader who promotes positive, trusting relationships within the school community
- A leader who promotes use of technology to enhance student learning and possesses the ability to provide on-going technical support for teachers and students using computers.

SPECIFIC QUALIFICATIONS

EDUCATIONAL PROGRAM AND PLANNING

- Understands and monitors all aspects of the instructional program
- Models the skills, attributes and dedication of a master teacher and inspires the highest professional standards in others
- Organizes and implements a well-planned, effective and continuously improving instructional program
- Implements a data-driven assessment process to identify and establish appropriate District goals and objectives
- Anticipates needs and plans appropriately

BOARD OF EDUCATION RELATIONSHIP

- Supports Board policy and actions to the public and staff
- Implements Board policy and follows Board directives
- Provides timely and adequate information and agenda planning
- Promotes healthy discussions reflecting different viewpoints and strives to build consensus and mutual respect
- Inspires trust among members of the Board, staff, and community

PERSONNEL

- Recommends the best qualified candidates for employment
- Supervises and supports staff while demanding excellent performance
- Effectively identifies and utilizes the skills and abilities of staff
- Provides for the systematic, organized and effective evaluation of all staff
- Practices effective operations consistent with the law and District policies

BUSINESS AND FINANCIAL MANAGEMENT

- Actively participates in budgeting that reflects the District's educational priorities
- Evaluates needs and recommends solid fiscal budget decisions
- Oversees budget operations and frequently provides clear updates to the Board
- Includes adequate support data for each recommended budget allocation
- Commits District expenditures only after approval by the Board

TRANSPORTATION AND MAINTENANCE

- Oversees all Maintenance and Transportation operations
- Coordinates all new construction and renovations
- Reviews current and new legislation as it affects the safety, health of students and staff and construction standards for buildings

- Monitors appropriate documentation of the data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operation processes and preventative maintenance programs
- Monitors and maintains driver's license status and records for driver's certification as required by the State of California and provides for training needs if necessary.

DISTRICT AND COMMUNITY RELATIONS

- Demonstrates visible interest in and support for District schools
- Establishes and maintains community support and respect for the School District
- Maintains positive public relations with the press and other media
- Provides active educational leadership in community life and affairs
- Works well with other districts, police and fire departments and city, county, and state agencies

PERSONAL CHARACTERISTICS

- Treats all individuals and groups fairly and equitably
- Uses consistently good judgement
- Exhibits emotional stability, poise, and dependability
- Maintains high ethical and professional standards, even under pressure

JOB RELATED CHARACTERISTICS

- Utilizes effective problem solving
- Speaks and writes effectively
- Behaves decisively
- Demonstrates creativity
- Displays continuous professional development and models lifelong learning

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FOUNDATION AND EXPERIENCE

- Substantial experience in the education field
- Experience in classroom teaching
- Supervisory experience
- Intern / Preliminary / Clear Administrative Services Credential

Item 7.5
2023-24 Classified Salary Schedules

Attached:

Current Kashia classified salary schedules

Current Horicon classified salary schedule

With the difficulties in finding qualified individuals to work for school districts, and since Kashia's prior salary schedule will be expiring on June 30, 2023, now is a good time to review and set rates to attract employees for all ranges of needs.

As an aside, Kashia is currently paying a Tribal employee willing to pick up and deliver school meals to Kashia weekly under the Van driver salary range.

Salary Schedule CLASS23 - Classified

HOURLY RATES

07/01/2022 - Open									
	AID	CUS	FOO	MAI	VAN	VEN			
1	Aide	19.00 Custodian	15.00 Food	15.00 Maintenance	19.00 Van	15.00			
2	Aide	19.60 Custodian	15.50 Food	15.50 Maintenance	19.60 Van	15.50			
3	Aide	20.20 Custodian	16.00 Food	16.00 Maintenance	19.60 Van	16.00			
4	Aide	20.80 Custodian	16.50 Food	16.50 Maintenance	20.80 Van	16.50			
5	Aide	21.40 Custodian	17.00 Food	17.00 Maintenance	21.40 Van	17.00			
6							07/01/2022		17.00

Range A Range D Range H Range A

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

of Columns

of Rows

0

0

Max Column

Max Row

Created PPOMPLIN, Jul 18 2022 11:40AM

Edited PPOMPLIN, Jul 18 2022 11:42AM

Selection Grouped by SalarySchedId

ESCAPE ONLINE

Page 1 of 1

YEAR	Range A	Range B	Range C	Range D	Range E1	Range E2	Range F	Range G	Range H
1	\$ 17.10	\$ 17.26	\$ 17.42	\$ 18.81	\$ 19.52	\$ 20.82	\$ 21.93	\$ 22.80	\$ 26.56
2	\$ 18.04	\$ 18.19	\$ 18.36	\$ 19.76	\$ 20.43	\$ 21.71	\$ 23.13	\$ 24.19	\$ 27.63
3	\$ 18.95	\$ 19.09	\$ 19.27	\$ 20.71	\$ 21.08	\$ 22.37	\$ 24.12	\$ 24.66	\$ 28.71
4	\$ 19.87	\$ 20.02	\$ 20.20	\$ 21.64	\$ 22.26	\$ 23.53	\$ 25.08	\$ 25.57	\$ 29.87
5	\$ 20.81	\$ 20.96	\$ 21.13	\$ 22.61	\$ 23.16	\$ 24.46	\$ 26.00	\$ 26.52	\$ 31.05
6	\$ 21.71	\$ 21.88	\$ 22.02	\$ 23.53	\$ 24.12	\$ 25.38	\$ 26.95	\$ 27.42	\$ 32.29
7	\$ 22.66	\$ 22.81	\$ 22.96	\$ 24.49	\$ 25.00	\$ 26.31	\$ 27.91	\$ 28.38	\$ 33.58
8	\$ 23.57	\$ 23.74	\$ 23.88	\$ 25.46	\$ 25.92	\$ 27.21	\$ 28.87	\$ 29.28	\$ 34.94
9	\$ 24.17	\$ 24.33	\$ 24.49	\$ 26.40	\$ 26.81	\$ 28.11	\$ 29.81	\$ 30.23	\$ 36.34
10	\$ 24.78	\$ 24.94	\$ 25.11	\$ 27.34	\$ 27.75	\$ 29.04	\$ 30.32	\$ 31.15	\$ 37.78
13	\$ 25.38	\$ 25.56	\$ 25.72	\$ 28.04	\$ 28.45	\$ 29.76	\$ 31.07	\$ 31.94	\$ 38.74
16	\$ 26.02	\$ 26.21	\$ 26.36	\$ 28.73	\$ 29.16	\$ 30.50	\$ 31.86	\$ 32.74	\$ 39.70
19	\$ 26.68	\$ 26.85	\$ 27.05	\$ 29.46	\$ 29.89	\$ 31.28	\$ 32.65	\$ 33.53	\$ 40.70
22	\$ 27.34	\$ 27.52	\$ 27.72	\$ 30.20	\$ 30.64	\$ 32.05	\$ 33.47	\$ 34.39	\$ 41.72
25	\$ 28.04	\$ 28.22	\$ 28.41	\$ 30.95	\$ 31.41	\$ 32.85	\$ 34.32	\$ 35.24	\$ 42.75
28	\$ 28.73	\$ 28.93	\$ 29.12	\$ 31.71	\$ 32.19	\$ 33.67	\$ 35.17	\$ 36.13	\$ 43.83
31	\$ 29.46	\$ 29.66	\$ 29.85	\$ 32.66	\$ 32.99	\$ 34.52	\$ 36.04	\$ 37.02	\$ 44.92
34	\$ 30.20	\$ 30.39	\$ 30.59	\$ 33.33	\$ 33.83	\$ 35.39	\$ 36.94	\$ 37.95	\$ 46.07
	Lunch Custodian		Range A						
	Van Driver		Range A		Level II Stipend (AA) = \$1000				
	Instructional Aide		Range A		Level III Stipend (BA) = \$1500				
	Bilingual Aide		Range B		Level IV Stipend (MA) = \$2000				
	RSP Aide		Range C		Water Certification Stipend = \$1000				
	RSP 1-to-1 Aide/Custodian		Range D		Overnight Field Trip = \$100 per night				
	Food Service Worker		Range D		\$500 Stipend Years: 12 - 15 - 18 - 21 - 24 - 27 - 30 - 33				
	Food Service Clerk		Range E1		Lead Aide Stipend = \$350				
	Custodian Director		Range E1		12 Month Employee Vacation				
	Food Service Director		Range E2		12 days for 1-10 years of service				
	Library Manager		Range E2		15 days for 11-15 years of service				
	Transportation		Range F		20 days for 16-20 years of service				
	Maintenance		Range H		25 days for 21 and over years of service				
	PreSchool		Range H						

Salary Schedule Snapshot

Salary Schedule MISCHR - Misc Pay Classified										HOURLY RATES
07/01/2022 - Open										
	BM	C	CE	IN	MT	SE	SP			
1		Lang Tchrr	50.00							
2						16.25				
3		Business Manager	65.00			SELPA Driver				
4										
5										
6										
7										

Basis		Anniversary Movement		Created	PPOMPLIN, Jul 31 2022 10:26AM
Pay Prd %	No	# of Columns	0	Max Column	
Retro Enabled	No	# of Rows	0	Max Row	PPOMPLIN, Aug 3 2022 10:22AM
Selection		Grouped by SalarySchedId		ESCAPE	ONLINE
					Page 1 of 1

Item 7. **7**
Enrollment & Average Daily Attendance
Implications for Lapsation

Total students enrolled as of March 24, 2023 = 9 which includes SELPA student

Total current ADA as of March 24 = 6.95

(a) A school district that has been organized for more than three years shall be lapsed as provided in this article if the number of registered electors in the school district is less than six or if the average daily attendance of pupils in the school or schools maintained by the school district is less than six in kindergarten and grades 1 to 8, inclusive, or is less than 11 in grades 9 to 12, inclusive. The county board of education may defer the lapsation of the school district for one year upon adoption of a resolution approved by a majority of the members of the governing board of the school district and written concurrence of the county superintendent of schools. The county board of education shall make no more than three deferments for any school district.

(b) For a new district that has been unable to provide the school facilities necessary for instructional services by employees of the school district to all of the pupils who are residents of the school district after five years from the date that the reorganization became effective, the county committee on school district organization, upon direction from the state board, shall initiate lapsation procedures pursuant to Section 35783 or revert the reorganized district to its original status.

(c) A school district may also be lapsed when there are no school facilities or sites on which to maintain any school in the school district.

(d) A school district may also be lapsed upon adoption of a resolution approved by a majority of the members of the governing board of the school district and written concurrence of the county superintendent of schools.

Kashia School

3/25/2023

ATTENDANCE SUMMARY by Grade

Page 1

2022-2023

8/17/2022 through 3/24/2023

Grade	* Inactives:	Active:	Days Enrolled	Days Present	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	UNV	<30	ILL	SUS	TDY	UNX	EXC
K	0	1	126	104	8	14	0	0	10	0	8	0	0	4	0
1	0	1	29	27	0	2	0	0	2	0	0	0	0	0	0
3	0	2	252	213	16	23	0	0	16	0	14	0	0	7	2
5	0	1	126	99	7	20	0	0	13	0	7	0	0	7	0
6	0	3	378	317	22	39	0	0	27	0	17	0	0	12	5
7	0	1	126	110	5	11	0	0	10	0	5	0	0	1	0
School Totals:	0	9	1037	870	58	109	0	0	78	0	51	0	0	31	7

Kashia School

3/25/2023
12:00 PM

Page 1

MONTHLY ATTENDANCE SUMMARY

Month 8 - From 2/20/2023 Through 3/17/2023

Regular Program

Grade Class Level No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D- E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
K 2	15	1	0	1	0	1	0	3	15	12	0.80	80.00%	0	104	121	0.86
K TOTAL	15	1	0	1	0	1	0	3	15	12	0.80	80.00%	0	104	121	0.86
1 2	15	1	0	1	0	1	0	1	15	14	0.93	93.33%	0	23	121	0.19
1 TOTAL	15	1	0	1	0	1	0	1	15	14	0.93	93.33%	0	23	121	0.19
3 2	15	2	0	2	0	2	0	4	30	26	1.73	86.67%	0	205	121	1.69
3 TOTAL	15	2	0	2	0	2	0	4	30	26	1.73	86.67%	0	205	121	1.69
TOTAL K-3	15	4	0	4	0	4	0	8	60	52	3.47	86.67%	0	332	121	2.74
5 2	15	1	0	1	0	1	0	5	15	10	0.67	66.67%	0	96	121	0.79
5 TOTAL	15	1	0	1	0	1	0	5	15	10	0.67	66.67%	0	96	121	0.79
6 2	15	3	0	3	0	3	0	10	45	35	2.33	77.78%	0	307	121	2.54
6 TOTAL	15	3	0	3	0	3	0	10	45	35	2.33	77.78%	0	307	121	2.54
TOTAL 4-6	15	4	0	4	0	4	0	15	60	45	3.00	75.00%	0	403	121	3.33
7 2	15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
7 TOTAL	15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
TOTAL 7-8	15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
PROGRAM	15	9	0	9	0	9	0	25	135	110	7.33	81.48%	0	841	121	6.95
REPORT	15	9	0	9	0	9	0	25	135	110	7.33	81.48%	0	841	121	6.95

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

Item 7. **7**
RESIG Inspection Findings Report

Attached please find Kashia's findings based on RESIG's inspection conducted on February 16, 2023 with Tami Bell.

The required written response will be provided no later than April 21st to RESIG.

The custodial closet should be cleaned and cleared by the board meeting.

Eye wash stations have been ordered for both the custodial closet and the classroom and will be mounted once received.

Securing shelving units is on Kevin Hewitt's list.

All outdated and unused cleaning supplies will be disposed of.

A list of supplies, starting with the custodial closet, will be made in order to obtain required MSDS sheets.

All required Plans, using the links attached as well as the examples provided by Horicon, are in the process of being prepared and will be shared with RESIG as well as the board once approved.

An AHERA inspection is in the works and will occur along with Horicon's site inspection.

All requirements will be met on or before the required June 30, 2023 deadline.



INSPECTION FINDINGS REPORT KASHIA SCHOOL DISTRICT

Prepared For:

Patti Pomplin,
CBO
Kashia School District

Prepared By:

Christine Dektor
Environmental Health and Safety Specialist
Redwood Empire Schools' Insurance Group

March 23, 2023

Please respond to this report by:

4/21/2023

SITE SAFETY INSPECTION – REPORT OF FINDINGS

I would like to thank Tami Bell for taking the time to meet with me on February 16. We toured Kashia School (31510 Skaggs Springs Rd., 95480).

Areas inspected at the sites included the kitchen and custodial closet. This year's focused inspection was a review of the following written plans: AHERA, Comprehensive Safe School, Bloodborne Pathogens, Injury and Illness Prevention, Hazard Communication, Emergency Operations Plan, and the Lockout/Tagout Plan. This letter summarizes our inspection findings.

SCOPE OF SERVICES

- Review the Environmental, Health, and Safety Questionnaire with the appropriate district representative.
- Discuss safety and risk management programs.
- Conduct a visual inspection of specific areas of the campus and analyze for potential hazards and non-compliance with applicable environmental, health and safety requirements.

FINDINGS AND DISCUSSION

This inspection revealed several hazardous conditions that present a significant risk of severe injury and require immediate corrective action at the school sites inspected. For example, chemicals, including flammable materials, in the custodial closet were not stored properly; eyewash stations were also missing in areas where chemicals are mixed. Mitigation of the items in the following tables will help reduce the possibility of injuries and bring the district into compliance with applicable Cal/OSHA, Cal/EPA, and DSA standards and requirements.

In addition, several written safety plans were reviewed, and findings have been noted in the section labeled "Survey of Written Safety Plans." Some required written plans are not available and should be developed as soon as possible to comply with requirements.

Although classrooms were not included in this inspection, regular reminders to teachers regarding the following concerns would be prudent:

- keep the quantity of flammable materials on the walls to <20%
- remove all personal cleaning supplies from the classroom or store so that they cannot be accessed by children
- do not store heavy items up high
- request that shelves and cabinets over three feet tall be secured, especially if they could fall on students or block an exit

RESIG appreciates the opportunity to assist Kashia School District in minimizing loss, maintaining compliance, and reducing risk. If you have any questions regarding the content of

this report, or if I can be of further assistance, please contact me (cdektor@resig.org; 836-0779x110).

Survey of Written Safety Plans

The school does not have an **Emergency Operations Plan**. The site does conduct regular drills. We recommend developing an Emergency Operations Plan. RESIG has a model Emergency Operations Plan that can be used as a template. Contact C. Dektor for a copy of the model EOP

The **Comprehensive Safe Schools' Plan** was updated for the 22/23 school year. The plan was reviewed by Sonoma County Sheriff and the Sea Ranch Fire Protection District. The plan does not include the following components:

- Child abuse and neglect reporting procedures
- Suspension/expulsion policies and procedure
- Procedures to notify teachers of dangerous students
- Discrimination and harassment policy that includes hate crime reporting
- Schoolwide dress code
- Procedures for safe ingress and egress

We recommend updating the plan with the components noted above.

The district does not have a written **Bloodborne Pathogens Plan**. We recommend developing a written Bloodborne Pathogens Plan. Consider using the template available through the [CA Dept. of Industrial Relations](#).

The district does not have a written **Injury and Illness Prevention Plan**. We recommend developing an Injury and Illness Prevention Plan using State Fund's IIPP Builder, which can be found at <https://statefundca.scif.com/safety/iipp>. Due to the small size of the district, there may be portions that do not apply.

The district does not have a written **Hazard Communications Plan**. We recommend developing a Hazard Communications Plan. Consider using the Cal/OSHA guide which can be found at: https://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf

Based on discussion with T. Bell, the district does not need a **Lockout/Tagout (LOTO) Plan** as all electrical work is contracted.

The district does not have a written **COVID-19 Prevention Program**. We recommend developing a COVID-19 Prevention Plan, and the recommended template is attached to the accompanying email.

The district has not submitted a **Hazardous Materials Business Plan** (HMBP) indicating the presence of large propane tanks on-site. We recommend submitting an HMBP as soon as possible; the website for submittal is <https://cers.calepa.ca.gov/>.

Based on discussion with T. Bell, the district does not need a **LockOut/TagOut** plan.

No **AHERA** Management Plan, inspections, or surveillances were available. Staff training has not been conducted recently. We recommend conducting an AHERA inspection, developing an AHERA management plan, and initiating 6-month surveillances. Copies of this information should be available at the school office. We also recommend providing appropriate annual training for staff that may interact with asbestos during the course of their work and the LEA (Local Educational Agency) designee.

FINDING	LOCATION	RECOMMENDED ACTION	STATUS
Some flammable chemicals have not been stored in an approved flammables storage cabinet.	Custodial closet	Dispose of flammables or store all such chemicals in a flammables storage cabinet. One cabinet for the school site should be adequate.	
No eyewash station immediately available.	Custodial closet, kitchen	Install and maintain hands-free eyewash stations in all areas where chemicals are mixed. Eyewash stations shall be in accessible locations that require no more than 10 seconds for the injured person to reach.	
The area is very messy and crowded.	Custodial closet	Clean up space, properly disposing of unneeded materials. Use shelving and cabinets to organize remaining items.	
SDS sheets for chemicals could not be located.	Custodial closet	Maintain copies of SDS for all chemicals in storage area and at the school office.	
Shelf is not secure.	Custodial closet	Secure shelves to prevent from toppling in an earthquake.	

LIMITATIONS

This report is an original work product. This document is confidential and for the exclusive use of the client. This report is protected by the Copyright Act, Section 17 USC, and has been prepared for the sole and exclusive use of the client.

The conclusions, opinions, and recommendations presented in this report are based solely on the information and data available to the inspector during the course of the site inspection. Factual information provided by the district, building owner, or their representative regarding the operations, conditions, maintenance and repairs, or historical information were presumed to be accurate and complete. RESIG is not responsible for the accuracy of information provided by others. The conclusions presented in this report are based upon conditions that existed at the time of the inspection. Future changes in site conditions and future information generated regarding the site, may result in a need to re-inspect the site.

Additional information that was not readily available, hidden, undiscovered, inaccessible, or are not part of the findings presented herein, may result in the modification of the conclusions and recommendations made herein.

RESIG's scope of services did not include the assessment, sampling or identification of lead based paint, asbestos containing materials or any other potentially hazardous or controlled substances.

RESIG is not a law firm, and therefore, makes no representations regarding any potential liability of any person or entity for site conditions. RESIG is not qualified to present medical advice. If any past, present or future health issues are in question, it is recommended that the findings of this report be presented to a qualified medical professional for review and evaluation.

RESIG has conducted an occupational health and safety site inspection to evaluate specific conditions at the subject property using reasonable and prudent investigative techniques. RESIG assumes no liability or responsibility for claims that may arise out of failure to identify, correct, remediate, or abate problems that may exist at the subject property.

Item 7. **9**
CDE Affordable Connectivity Program

Prior to sending a copy of the attached flier home with students, we are asking the board for any questions or concerns they might have on sharing this program information.



Patti Pomplin <ppomplin@horiconsd.org>

Affordable Connectivity Program

1 message

noreply@cde.ca.gov <noreply@cde.ca.gov>

Fri, Mar 24, 2023 at 9:59 AM

To: Horicon Elementary School District <ppomplin@horiconsd.org>

Dear Program Operators:

The Bipartisan Infrastructure Law, included the Affordable Connectivity Program (ACP) that provides eligible households up to \$30 a month, or \$75 a month for households living on tribal lands, toward their internet bills, as well as a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet.

All households with a child who was approved to receive free or reduced-price school meals under the National School Lunch Program (NSLP) or the School Breakfast Program (SBP), within the last 12 months, including children who attend schools participating in the Community Eligibility Provision (CEP), are eligible for ACP benefits. **Note that every household with a child attending a school participating in the CEP is eligible for ACP benefits.** Households are also eligible if a member of a household participates in certain federal benefit programs—including, among others, Supplemental Nutrition Assistance Program, Special Supplemental Nutrition Program for Women, Infants, and Children, Medicaid, and Federal Public Housing Assistance.

Households may apply for the ACP via [GetInternet.gov](https://www.getinternet.gov) or can call 877-384-2575. NSLP and SBP households applying directly through the ACP website may need to show documentation proving their current participation in the NSLP and SBP if their eligibility cannot be confirmed with other personal identifying information. This may include presenting the household's school meals approval letter or other current official documentation.

Households with a child attending a school participating in the CEP will need documentation, such as an official, individualized letter from the CEP school stating that the student is enrolled at a CEP-participating school. The documentation must also include the student's name, the relevant school year, the name and address of the school, and school contact information. Schools are encouraged to include a unique number in the letter to enable the ACP administrator to confirm its authenticity if needed.

Local educational agencies that administer the NSLP and SBP may be well-positioned to let eligible households know about ACP. Please share this valuable resource with all eligible families and encourage them to sign up to save on their internet bills.

To support your efforts in spreading the word, please feel free to use the following resources:

- [GetInternet.gov](https://www.getinternet.gov)—a one-stop shop to learn about ACP, check eligibility, enroll, and find fully covered internet plans.
- [ACP Outreach Toolkit](#)—outreach materials from the Federal Communications Commission, including sample factsheets, flyers, PSAs, text messages, social media posts, and more.
- Outreach partners can request the pre-qualification widget to embed on their own websites by emailing ACPProgram@usac.org with the subject line **ACP Widget** for technical support. In

the email, please include the web address where you plan to add the widget. The interactive widget includes questions to check eligibility and apply for ACP.

- White House [Fact Sheet](#) on the ACP and its benefits.

Resources and Contact Information

If you have any questions or need assistance regarding this subject, please contact your SNP Specialist. A list of SNP Specialists is available on the California Department of Education's SNP Specialist Directory web page. You can also email SNPinfo@cde.ca.gov to request the contact information for your assigned SNP Specialist.

Thank you.

Nutrition Services Division

California Department of Education

NSD Customer Service Survey www.cde.ca.gov/ls/nu/nsdcs.asp

Web | www.cde.ca.gov

Twitter | [@CDENutrition](https://twitter.com/CDENutrition)

Course Catalog | www.cde.ca.gov/ls/nu/ed/cnpcoursecatalog.asp

You are currently subscribed to nsd-dmu8 as: ppomplin@horiconsd.org.

To unsubscribe click here: <https://mlist.cde.ca.gov/u?id=16584468.80c5c488523fe8fc4baa2228b043d036&n=T&l=nsd-dmu8&o=1894511>

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1894511-16584468.80c5c488523fe8fc4baa2228b043d036@mlist.cde.ca.gov



Affordable Connectivity Program

Helping Households Connect

The Affordable Connectivity Program is an FCC program that helps connect families and households struggling to afford internet service.

The Affordable Connectivity Program provides:

- Up to \$30/month discount for broadband service;
- Up to \$75/month discount for households on qualifying Tribal lands; and
- A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating provider if the household contributes more than \$10 but less than \$50 toward the purchase price.

The Affordable Connectivity Program is limited to one monthly service discount and one device discount per household.

Who Is Eligible?

A household is eligible for the Affordable Connectivity Program if the household income is at or below 200% of the Federal Poverty Guidelines, or if a member of the household meets at least *one* of the criteria below:

- Received a Federal Pell Grant during the current award year;
- Meets the eligibility criteria for a participating provider's existing low-income internet program;
- Participates in one of these assistance programs:
 - SNAP
 - Medicaid
 - Federal Public Housing Assistance
 - Supplemental Security Income (SSI)
 - WIC
 - Veterans Pension or Survivor Benefits
 - or Lifeline;
- Participates in one of these assistance programs and lives on Qualifying Tribal lands:
 - Bureau of Indian Affairs General Assistance
 - Tribal TANF
 - Food Distribution Program on Indian Reservations
 - Tribal Head Start (income based)

Check out fcc.gov/ACP for a **Consumer FAQ** and other program resources.

Two-Steps to Enroll

1. Go to AffordableConnectivity.gov to submit an application or print out a mail-in application; and
2. Contact your preferred participating provider to select a plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must **both apply for the program and contact a participating provider to select a service plan.**

Call 877-384-2575

or find more information about the Affordable Connectivity Program at fcc.gov/ACP

Item 8.1
Approve 2023-24 Certificated Salary Schedule
With 6.56 % COLA

Per prior board discussion, in order to be competitive with Horicon School's salary range, the attached represents what the 2023-24 salary schedule adjustments would need to be for Kashia.

RECOMMENDATION:

Approve as presented.

Salary Schedule CERT2023 - Certificated

ANNUAL RATES

07/01/2022 - Open									
	30	45	60	75	90				
1	50,094.00	51,535.00	52,976.00	54,417.00	55,858.00	57,299.00	58,740.00	60,181.00	61,622.00
2	50,845.00	52,286.00	53,727.00	55,168.00	56,609.00	58,050.00	59,491.00	60,932.00	62,373.00
3	51,695.00	53,136.00	54,577.00	56,018.00	57,459.00	58,900.00	60,341.00	61,782.00	63,223.00
4	53,193.00	54,634.00	56,075.00	57,516.00	58,957.00	60,398.00	61,839.00	63,280.00	64,721.00
5	55,263.00	56,704.00	58,145.00	59,586.00	61,027.00	62,468.00	63,909.00	65,350.00	66,791.00
6	56,323.00	57,764.00	59,205.00	60,646.00	62,087.00	63,528.00	64,969.00	66,410.00	67,851.00
7	57,956.00	59,397.00	60,838.00	62,279.00	63,720.00	65,161.00	66,602.00	68,043.00	69,484.00
8	59,638.00	61,079.00	62,520.00	63,961.00	65,402.00	66,843.00	68,284.00	69,725.00	71,166.00
9	61,369.00	62,810.00	64,251.00	65,692.00	67,133.00	68,574.00	70,015.00	71,456.00	72,897.00
10	63,147.00	64,588.00	66,029.00	67,470.00	68,911.00	70,352.00	71,793.00	73,234.00	74,675.00

STEP	BA	BA+30	BA+35	BA+40	BA+45	BA+50	BA+55	BA+60	BA+65	BA+70	BA+75	BA+80	BA+85	BA+90	BA+95
1	49134	53380	53892	54403	54916										
2	50558	54180	54953	55731	56506	57500	58490	59481							
3	52028	55086	56107	57115	58144	59164	60184	61207	62228	63245	64265	65283	66303		
4		56682	57734	58783	59831	60882	61932	62983	64031	65084	66131	67179	68229	69278	70319
5		58888	59406	60486	61568	62644	63727	64806	65885	66968	68047	69128	70207	71290	72356
6		60018	61131	62242	63352	64467	65584	66697	67805	68916	70023	71134	72246	73356	74458
7		61758	62901	64047	65189	66333	67475	68621	69764	70909	72054	73197	74341	75483	76613
8		63550	64728	65905	67081	68259	69434	70613	71789	72964	74141	75319	76496	77673	78838
9		65395	66605	67817	69027	70237	71447	72658	73844	75030	76216	77451	78689	79923	81121
10		67289	68534	69782	71029	72276	73557	74766	76011	77257	78505	79750	80993	82240	83473
11			70521	71804	73088	74368	75652	76936	78217	79499	80782	82063	83347	84629	85867
12				73886	75206	76524	77846	79164	80484	81803	83124	84440	85759	87081	88387
13					77387	78744	80101	81460	82819	84176	85535	86891	88247	89603	90949
14						81028	82423	83820	85218	86614	88015	89410	90807	92204	93587
15						83377	84812	86275	87689	89126	90565	92004	93440	94878	96300
16						85795	87272	88753	90232	91711	93192	94670	95495	97631	99095
	STIPENDS:					LONGEVITY:					OTHER: Staff Wellness = \$50 per hour (need to negotiate)				
	Masters = \$2000					YEAR 17 = +\$1000					Alternate TIC = \$75 day/ \$45 half day				
	Specialist Credential = \$1000					YEAR 20 = +\$1000					Dance = \$100 per dance up to 5				
	TIC (40 days) = \$3000					YEAR 23 = +\$1000					Clubs/Sports = Negotiable				
	AST Coordinator = \$1500					YEAR 26 = +\$1000					Extra Duty = Per Salary Calculation				
	Garden Coordinator = \$1000										Graduation Planning = \$350				
	Counseling Coordinator = \$1500										Overnight = \$200 (need to negotiate)				
											Substitute = \$210 full day, \$125 half day				

Item 8.2
Kashia and SCOE Contract
Personnel Coverage for Remainder of 2022-23
And 2023-24 School Year

Attached is a copy of the MOU between Sonoma County Office of Education and Kashia School District for Superintendent/Principal/Teacher coverage approved on August 10, 2022 for the date range of August 1, 2022 through June 30, 2023.

Dan Blake and Greg Medici will update the Board with the plan for SCOE coverage through the remainder of the school year, including certificated administrator coverage for Special Education Individual Education Plan (IEP) meetings.

The Board will discuss and need to take action to accept the updated coverage plan.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SONOMA COUNTY OFFICE OF EDUCATION
AND
KASHIA ELEMENTARY SCHOOL DISTRICT
8/1/22 – 6/30/23**

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

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

NOW, THEREFORE, the parties agree as follows:

1. **Term:** Kashia’s Stay & Rescind order, which expired in April 2017, released SCOE’s authority over district matters, however, Kashia’s Board of Trustees wish to continue Superintendent/Principal services provided by Mr. Tami Bell, for a period of one year beginning on August 1, 2022 and terminating on June 30, 2023 unless terminated earlier or extended as provided by the terms of this Agreement.
2. **Salary:** Superintendent/Principal shall be placed on the SCOE certificated management salary schedule.

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

4. **Work Year:**

The Superintendent/Principal shall be required to render 215 workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221 **for the 2022-2023 school year**. Any paid days in excess of 215 are to be negotiated directly with the school board and under SCOE payroll audit conditions. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.

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

a. Superintendent/Principal's Duties:

- i. **General Duties.** The Superintendent/Principal is employed as District Superintendent/Principal and shall perform the duties of District Superintendent/Principal as prescribed by this Agreement, the laws of the State of California, Board Policy, and the Superintendent/Principal's job description. The Superintendent/Principal shall be chief executive officer and secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604.
- ii. **Personnel Matters.** The Superintendent/Principal shall have primary responsibility for all personnel matters including selection, assignment, discipline, and dismissal of district employees, subject to the approval of the Board. The Board shall refer all complaints and concerns made to individual members of the Board, or the Board as a body, for review and action by the Superintendent/Principal. the Superintendent/Principal shall have teaching responsibilities should he not secure the services of a qualified teacher.

6. General Provisions:

- a. Governing Law/Venue: This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.
- b. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. Exclusivity: To the extent permitted by law, the parties agree that the employment relationship between SCOE and the District shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, or similar documents.
- d. Execution of Other Documents: The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- e. Execution: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
- f. Waiver: Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- g. Severability: If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

Dated: _____

Signed: _____

proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.

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Dated: _____

Signed: _____

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

Dated: 08/10/2022

Signed: _____

Charlene Pinola
Charlene Pinola
President, Kashia District Board of Trustees

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

Dated: _____

Signed:

Charlene Pinola
President, Kashia District Board of Trustees

**A RESOLUTION OF Kashia School District ADOPTING THE 2023 MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN
May 10, 2023
Resolution # 05102023**

WHEREAS, the project area of Sonoma County is vulnerable to natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety; and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities; and

WHEREAS, Kashia School District acknowledges the requirements of Section 322 of DMA 2000 to prepare the Multi-Jurisdictional Hazard Mitigation Plan (Plan) in order to be eligible for pre- and post-disaster federal hazard mitigation grant funds; and

WHEREAS, the Sonoma County Office of Education acted as the lead for the Executive Planning Team and worked with 38 agencies representatives including opening the planning process to pertinent external stakeholders; and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Plan; and

WHEREAS, the Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face the Sonoma County Office Education; and

NOW, THEREFORE THE KASHIA SCHOOL DISTRICT RESOLVES AS FOLLOWS:

SECTION 1. The Board finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

SECTION 2. The Board has reviewed the Plan and based upon the whole record before it, in the exercise of its independent judgment and analysis, approves and adopts the 2023 Multi-Jurisdictional Hazard Mitigation Plan.

The foregoing resolution was moved by _____, seconded by _____, and adopted at a regular meeting of the Sonoma County Board of Education on May 10, 2023 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA, COUNTY OF SONOMA

IN WITNESS WHEREOF, Signed and agreed upon May 10, 2023.

Dan Blake, Acting Superintendent

Glenda Antone, Board President

Introduction

This Annex of the SCOE Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) details the hazard mitigation planning elements specific to the Kashia School District, as a participating jurisdiction to the 2023 Sonoma County Office of Education MJHMP. This Annex is not intended to be a standalone document but appends to and supplements the information contained in the SCOE MJHMP Base Plan document. As such, all sections of the Base Plan, including the planning process and other procedural requirements apply to and were met by this school district. This Annex provides additional information specific to Kashia School District with a focus on providing additional details on the planning process, risk assessment, and mitigation strategy.

Planning Process

In coordination with the Executive Planning Team discussed in Part 1: Planning Process of the Base Plan, district representatives followed the planning process. In addition to providing representation on the Executive Planning Team, the district representative shared hazard information and draft plans within the district. The table below indicates the steps in the planning process and the representative's involvement.

Table: District Planning Team Participation

Introduction

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Table: District Planning Team Participation

	Research and Writing of Plan	Executive Planning Team Kick-Off Meeting: February 11 or 12, 2020	Area Planning Team Meeting: April 27 or 28, 2020	One on One Meeting with Individual Planning Entity (May 2020)	Executive Planning Team Meeting to Review and Contribute to First Draft Plan (February 11 or 25, 2021)	Distribute Second Draft Plan to General Public and External Agencies	Review Input From Public, and External Agencies of the Second Draft Plan	Submit Third Draft Plan to Cal OES/FEMA for Approval Pending Adoption	Distribute Fourth Draft Plan to General Public and External Agencies	Post Final Draft Plan in Advance of Board of Education Meetings	Present Final Draft Plan to Boards of Education at Public Meeting for Plan Adoption	Submit Proof of Adoptions to FEMA for Final Approval	Incorporate FEMA Approval into Final Plan
Agency and Name of Attendee													
Kashia School District													
Patti Pomplin, CBO		X		X	X	X	X		X				

District Profile

The profile includes an overview of the district, population, geography, and climate.

According to the Local Accountability Plan and Annual Update (LCAP), The Kashia Elementary School District is a school community where teaching and learning blend with Kashia culture and tradition, teaching children of their roots, while providing them wings for tomorrow. Within a learning climate that encourages innovation and creativity, children are nurtured to learn a broad-based academic curriculum infused with social skills necessary for their continuing education and future success.

It is the mission of Kashia Elementary School to provide a supportive and nurturing environment for all students.

Students acquire the basic skills of knowledge, along with the thinking skills needed for problem-solving and decision-making relevant to a changing and multi-cultural world. Our students learn to take responsibility for their behavior, develop an understanding and respect for the diversity of all life, understand and respect the Kashia culture and community, and develop a caring for others.

There are six fundamental goals that help us to our mission:

- Emphasizing excellence
- Teaching students the academic skills necessary to function in society
- Promoting an atmosphere that encourages compassion, acceptance, cooperation, and respect for self and others
- Preparing students to develop their full potential and unique qualities
- Providing a learning environment that integrates Kashia culture and language with academic skills.
- Developing and implementing effective and successful after-school learning programs to assist our students in their ability to apply their education, skills and confidence to successfully participate in Sonoma County-wide school events.

The school focuses on project-based learning and ways to embed the Pomo culture into curriculum.

Parents and community members make up the bulk of employees serving as classroom assistants, recess coverage and food preparation. Nature trails are used for PE as well as counting and letters for the younger students.

Map: District Location

(Source: greatschools.org 2022)



Overview

Kashia School District is a public school district located in the unincorporated community of Stewarts Point, California and includes one (1) school, in addition to the school district offices. The school district's offices are located at 31510 Skaggs Springs Road, Stewarts Point, CA 95480.

The district's assets are as follows:

# Buildings	4
Property Value	\$816,733
Contents Value	\$100,601
Total Value	\$917,334

Geography and Climate

According to the 2021 Sonoma County Multijurisdictional Hazard Mitigation Plan, the following information identifies the geography and climate.

Geography

Sonoma County, the most northerly of the nine counties in the San Francisco Bay Region, is located along the Pacific coastline about 40 miles north of San Francisco and the Golden Gate Bridge. At just over 1,500 square miles, it is the largest of the nine Bay Area counties. Sonoma

County is bordered by the Pacific Ocean on the west, Marin County and San Pablo Bay to the south, Solano, Napa and Lake Counties to the east, and Mendocino County to the north.

The major population centers in Sonoma County are the incorporated cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor. Unincorporated communities include Annapolis, Bodega, Bodega Bay, Cazadero, Duncans Mills, Forestville, Fort Ross, Geyserville, Glen Ellen, Graton, Guerneville, Kenwood, Jenner, Monte Rio, Occidental, Salmon Creek, and The Sea Ranch. Santa Rosa, centrally located in the county, is the county seat and most populous city.

U.S. Highway 101 is the main highway in the county, running north to south through the county's center. Highway 1 follows the coastline along most of the county's western boundary. Other major roadways are State Highways 12, 37, 116, 121 and 128. Airports include Charles M. Schulz–Sonoma County Airport in Santa Rosa and the Sonoma Valley Airport and Sonoma Skypark in the City of Sonoma. Sonoma County Transit buses run countywide. The SMART Train (Sonoma–Marin Area Rail Transit) carries passengers from the Charles M. Schulz–Sonoma County Airport to Larkspur in Marin County; future extensions as far north as Cloverdale are planned.

Climate

Sonoma County's Mediterranean climate is characterized by a summer dry season followed by a winter rainy season, generally extending from November to April. Rainfall varies throughout the county from 70 to 20 inches annually in the north central and the southeastern sections of the county. The quantity of rainfall in the county increases with elevation, with the greatest precipitation occurring over the highest ridges. The valleys, where most of the water users are located, receive considerably less rainfall with some areas averaging just over 20 inches of precipitation annually.

In the Russian River Watershed, approximately 93 percent of the annual precipitation normally falls during the wet season, October to May, with a large percentage of the rainfall typically occurring during three or four major winter storms. These major storms often come in the form of an atmospheric river, the horizontal transport of large amounts of water vapor through the atmosphere along a narrow corridor. Although brief, atmospheric rivers can produce 30 to 50 percent of the region's annual precipitation in a matter of a few days.

Coastal onshore flow, often accompanied by fog, frequently prevails after sunset, allowing for good nighttime relative humidity recovery in the warm inland areas. In the inland valleys, fog usually dissipates by 11:00 am. Fog in the county usually is seen at elevations between 1,000 and 1,500 feet. Elevations above this often do not experience fog or receive the same nighttime cooling and moisture recovery as lower elevations.

Hazard Map

Utilizing California's "MyHazards" online hazard mapping resource, the following map identifies earthquake, flooding, liquefaction, and wildfire threats. MyHazards was designed by the State of California as a tool for the general public to discover hazards in their area (earthquake, flood, fire, and tsunami) and learn steps to reduce personal risk. Using the MyHazards tool, users may enter an address, city, zip code, or may select a location from a map. The map targets the location and allows users to zoom and scroll to their desired view. The screen then presents information on the risks identified within the search radius, and recommended actions. MyHazards website performs best when using Internet Explorer. Hazard Data is approximate and data layer visibility

are subject to the extent of the Map. To access MyHazards to create a map of your own, follow the link to MyHazards (<https://myhazards.caloes.ca.gov/>).

Below is the MyHazards map prepared for the Kashia School District.




Map: MyHazards for Kashia School District
(Source: Cal OES 2022)



TsunamiHazardAreas_July2021



State Responsibility Areas (2007), Severity

-  SRA, Very High
-  SRA, High
-  SRA, Moderate

100-Year Floodplains

-  FEMA/DWR Awareness/Regional Studies /USACE Comprehensive Study

Liquefaction Zone of Required Investigation

-  Liquefaction Zone Area

Earthquake Fault Zone of Required Investigation



The State Responsibility Area (SRA) is the area of the state where the State of California is financially responsible for the prevention and suppression of wildfires. SRA does not include lands within city boundaries or in federal ownership. FEMA's Flood Map Service Center (<https://msc.fema.gov/portal/>)

Hazard Identification and Profile

The SCOE Executive Team identified hazards posing a significant threat to the entire project area (Sonoma County). That determination was based on reviewing the State Hazard Mitigation Plan and the 2021 Sonoma County Multijurisdictional Hazard Mitigation Plan. After a review of each of the hazards from both plans, the Executive Team chose to omit climate change, severe weather, and sea level rise. (See Base Plan – Risk Assessment for discussion on the omissions)

In summary, the Executive Team identified the project area hazards as: earthquake, flood, landslide, wildfire, tsunami, epidemic/pandemic/vector-borne diseases, and utility related.

Next, the Executive Team utilized a hazard ranking tool known as the Calculated Priority Risk Index. As a whole, the Executive Team completed a CPRI for the project area. The CPRI instructions, key, and results are located in the Base Plan – Risk Assessment. The Base Plan also includes a hazard assessment for each of the identified hazards including hazard identification, previous occurrences, local conditions, impacts, and vulnerabilities.

Then, each of the district representatives was provided a list of the identified hazards, a copy of the project area CPRI, instructions, and index key to complete a district-specific CPRI with the assistance of district staff.

The results were used to prioritize hazard rankings (high, medium, and low) which drove development of the District's Mitigation Actions Matrix (located at the end of the Annex).

Following is the Kashia School District-specific CPRI and the CPRI Index Key which explains the rating system:

Table: Kashia School District CPRI

Hazard	Probability	Weighted 45% (x.45)	Magnitude Severity	Weighted 30% (x.3)	Warning Time	Weighted 15% (x.15)	Duration	Weighted 10% (x.1)	CPRI Total	Priority Ranking (H-High, M-Medium, L-Low) *
Earthquake	3	1.35	3	0.90	4	0.60	1	0.10	2.95	H
Flood	1	0.45	1	0.30	1	0.15	1	0.10	1.00	N/A
Landslide	1	0.45	1	0.30	1	0.15	1	0.10	1.00	N/A
Wildfire	1	0.45	1	0.30	1	0.15	1	0.10	1.00	N/A
Tsunami	1	0.45	1	0.30	1	0.15	1	0.10	1.00	N/A
Utility Related	4	1.80	2	0.60	3	0.45	4	0.40	3.10	H
Epidemic / Pandemic / Vector-Borne Diseases	3	1.35	2	0.60	1	0.15	4	0.40	2.50	M

* Rankings:

High = CPRI score for probability + magnitude/severity (impact) = 6 or higher

Medium = CPRI score for probability + magnitude/severity (impact) = 5

Low = CPRI score for probability + magnitude/severity (impact) = 3 or 4

N/A = CPRI score for probability + magnitude/severity (impact) = 2

Following is the Index Key used to determine risk:

Table: Calculated Priority Risk Index Key

CPRI Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index Value	
Probability	Unlikely	Extremely rare with no documented history of occurrences or events. Annual probability of less than 1 in 1,000 years.	1	45%
	Possibly	Rare occurrences. Annual probability of between 1 in 100 years and 1 in 1,000 years.	2	
	Likely	Occasional occurrences with at least 2 or more documented historic events. Annual probability of between 1 in 10 years and 1 in 100 years.	3	
	Highly Likely	Frequent events with a well-documented history of occurrence. Annual probability of greater than 1 every year.	4	
Magnitude/Severity	Negligible	Negligible property damage (less than 5% of critical and non-critical facilities and infrastructure). Injuries or illnesses are treatable with first aid and there are no deaths. Negligible loss of quality of life. Shut down of critical public facilities for less than 24 hours.	1	30%
	Limited	Slight property damage (greater than 5% and less than 25% of critical and non-critical facilities and infrastructure). Injuries or illnesses do not result in permanent disability, and there are no deaths. Moderate loss of quality of life. Shut down of critical public facilities for more than 1 day and less than 1 week.	2	
	Critical	Moderate property damage (greater than 25% and less than 50% of critical and non-critical facilities and infrastructure). Injuries or illnesses result in permanent disability and at least 1 death. Shut down of critical public facilities for more than 1 week and less than 1 month.	3	
	Catastrophic	Severe property damage (greater than 50% of critical and non-critical facilities and infrastructure). Injuries and illnesses result in permanent disability and multiple deaths. Shut down of critical public facilities for more than 1 month.	4	
Warning Time	> 24 hours	Population will receive greater than 24 hours of warning.	1	15%
	12-24 hours	Population will receive between 12-24 hours of warning.	2	
	6-12 hours	Population will receive between 6-12 hours of warning.	3	
	< 6 hours	Population will receive less than 6 hours of warning.	4	
Duration	< 6 hours	Disaster event will last less than 6 hours	1	10%
	< 24 hours	Disaster event will last less than 6-24 hours	2	
	< 1 week	Disaster event will last between 24 hours and 1 week.	3	
	> 1 week	Disaster event will last more than 1 week	4	

Hazard Profile

The Base Plan – Risk Assessment described hazards by location, extent, probability, and recent occurrence. Table: Hazard Profile from the Base Plan was customized below for Kashia School District's identified hazards.

Table: Hazard Profile of Location, Extent, Probability, and Recent Occurrence for the Kashia School District

Hazard	Location (Where)	Extent (How Big an Event)	Probability (How Often) *	Recent Occurrence
Earthquake	Entire District	The Southern California Earthquake Center (SCEC) in 2007 concluded that there is a 99.7 % probability that an earthquake of M6.7 or greater will hit California within 30 years. ¹	Likely	2014 – West Napa Earthquake M6.0
Utility Related	Entire District	Impacts would range from mild to severe throughout the district.	Highly Likely	2019 – Kincade Fire
Epidemic/Pandemic / Vector-Borne Diseases	Entire District	Uncontrollable virus infecting a large portion of the population with fatality rates greater than 2.0%.	Likely	2020 – Present COVID-19 Pandemic
* Probability is defined as: Unlikely = 1:1,000 years, Possibly = 1:100-1:1,000 years, Likely = 1:10-1:100 years, Highly Likely = 1:1 year				
¹ Uniform California Earthquake Rupture Forecast				

Critical and Essential Facilities List

The Critical and Essential Facilities List was prepared for each of the district offices and facilities within the project area. Hazard maps from the 2021 Sonoma County MJHMP were used as a basis for determining whether or not a facility was located in or near a hazard. See additional language below on vulnerability to the identified hazards.

Table: Hazard Proximity to Critical and Essential Facilities
(Source: Emergency Planning Consultants)

Y – Yes, area is within hazard zone

N – No, area is not within hazard zone

Agency and Facility	Earthquake	Wildfire	Landslide	Flood*	Tsunami	Utility Related	Epidemic/Pandemic / Vector-Borne Diseases
Kashia School District Office	Y	N	N	N	N	Y	Y
Kashia School	Y	N	N	N	N	Y	Y

* See Base Plan for information regarding NFIP regulations.

Summary of Vulnerability

The SCOE Base Plan – Risk Assessment provides a complete risk and vulnerability assessment for each of the project area hazards.

Following is a summary of vulnerability to the hazards identified as impacting the Kashia School District Office and Kashia School including totals of approximately 20 occupants, 4 buildings, and property/contents valued at \$917,334. Note: these estimates are based on 2023.

Earthquake

- School and administrative buildings are built to withstand strong earthquakes. Non-structural hazards can still cause serious injury and damage.

Utility Related

- Child nutrition storage areas could be without generation to preserve food during power outages.
- Power outage could impact functionality of systems and infrastructure.
- Severe drought conditions could compromise water supply and quality.

Epidemic / Pandemic / Vector-Borne Diseases

- Future outbreaks like COVID-19 can take place in the future.
- Social distancing could require remote learning.
- Illness could limit availability of students and staff.

Mitigation actions are located at the end of this Annex that directly address these vulnerabilities.

Capability Assessment

The district will incorporate mitigation planning as an integral component of daily operations. This will be accomplished through the leadership of the district representative in coordination with district departments involved in integrating mitigation strategies into their planning documents and operational guidelines. FEMA identifies four types of capabilities (see Base Plan for definitions of the four capabilities):

- ✓ Planning and Regulatory
- ✓ Administrative and Technical
- ✓ Financial
- ✓ Education and Outreach

The table below includes a broad range of capabilities within the district to successfully accomplish mitigation.

Table: Capability Assessment for Kashia School District

Type of Capability				Name of Capability	Capability Description and Ability to Support Mitigation
Planning & Regulatory	Administrative & Technical	Financial	Education & Outreach		
Departments					
X	X	X	X	Superintendent / Principal	The Superintendent/Principal is instrumental in facilitating the implementation of the Mitigation Actions Matrix. This includes managing communications with parents and staff providing an excellent medium for educating the community on hazards and mitigation activities.
X	X	X	X	Board of Trustees	The Board of Trustees is responsible for governing and overseeing the management of the public schools of the district. The Board may adopt rules and bylaws necessary to carry out these powers and duties. The Board may be assigned to approve many of the Mitigation Actions as they are implemented. The Board meetings are open to the public making it an excellent medium for informing attendees on mitigation related activities.
X	X	X		Facilities	Facilities has the responsibility to provide the best possible facility-related environment for students and staff. This involves the continuous assessment of the needs of the schools and the development of plans to meet those needs. In addition, Facilities works to identify all available fund sources required to make significant capital improvements for the campuses. Working closely with our architects and engineers, Facilities develops detailed plans and specifications which must meet very stringent requirements. Facilities can immediately incorporate many of the Mitigation Action into building designs. Also, Facilities will share new mitigation-related building standards with the MJHMP Planning Team for inclusion in future updates to the plan. Facilities is assigned to carry out all of the Mitigation Actions identified in the 2023 District Annex.
				Other Departments / Positions	There are additional departments/positions that could play a future role in mitigation. During implementation of the MJHMP, the unassigned departments should be included in contributing to the plan's success.
Plans and Programs					
X	X	X	X	Annual Budget	The Annual Budget and its associated review, update, and approval process provide a plethora of opportunities to explain detailed tasks, priorities, and spending allocations for the projects, programs, and equipment supporting the efforts of the district. Many of the District's ongoing Mitigation Actions are supported through the Annual Budget.
	X		X	Comprehensive School Safety Plan (CSSP)	The CSSP consists of several components, including identifying hazards. The document is updated each year in compliance with

Type of Capability				Name of Capability	Capability Description and Ability to Support Mitigation
Planning & Regulatory	Administrative & Technical	Financial	Education & Outreach		
					state regulations and made available to the staff, parents and general public.
	X		X	Emergency Response Plan (ERP)	The ERP for the district identifies hazards and related response protocols. Various assignments are identified in the ERP which are assigned to staff. Training and exercises assist in informing the staff of their roles as well as sharing information about the various hazards.

Expanding and Improving District Capabilities

Planning and Regulatory Capabilities – The District builds and maintains its own buildings and infrastructure according to the CDE “Field Act”. Future plans are laid out in the Facilities Maintenance Plan. The funding of future construction often relies on successful bond measures where plans and justifications are shared with the public. Given the fact this is the first mitigation plan for SCOE, the topic of mitigation has been limited to Environmental Impact Reports tied to major development projects. Although mitigation is new, schools are highly experienced in adhering to federal, state, and local mandate, and comply with a wide array of reporting requirements pertinent to school operations and student performance. That well-practiced experience positions the school’s community as prepared to participate and respond as mitigation weaves itself into the school culture. Once complete, the MJHMP will be shared with the Sonoma County Office of Emergency Services which will result in more effective emergency planning. With all of the county’s school district under one umbrella in the MJHMP, SCOE will take a more active role in coordinating and planning for all of the schools.

Administrative and Technical –

Existing District capabilities are limited. Grant writing capabilities will be especially important once the mitigation plan is approved by FEMA. That approval will trigger eligibility for a range of federal and state grants. Also, the Board of Trustees could form a sub-committee dedicated to land use matters and mitigation plan implementation. The Plan’s opportunities for success will be increased by the Board’s involvement. Perhaps in the future, the District will consider adding responsibility for the Plan’s implementation to the staff member tasked with maintaining and exercising the Comprehensive School Safety Plan, and Emergency Response Plan.

Finance -

School systems have a number of funding resource acquisition mechanisms that can be utilized for mitigation planning. Aside from the ability to levy taxes, charge impact fees, and initiate general obligation bonds, schools and students are favored targets for philanthropic support. And while the need for fiscal resources for the school community in Sonoma County is at an all-time high as repetitive disaster plague the region, the District knows that the outcomes that hazard mitigation planning and project execution bring are transformative in making schools operationally

safer. As student and staff safety is our number one priority, the mitigation planning effort and partnership with the County will serve to prioritize funding capture efforts to meet the objectives and initiatives undertaken herein. The District envisions inter-school and inter-agency collaborations and funding applications where mutual benefits are found, as well as regular solicitation of our business, industry, and private donor partners to satisfy the financial obligations found in executing hazard mitigation activities.

Education and Outreach –

Utilize parent groups, local citizen groups, and non-profit organizations to support and encourage the District's mitigation as well as home and business mitigation. Enlist District staff in learning and talking about the MJHMP and promoting mitigation programs like StormReady and TsunamiReady.

Plan Implementation

As identified in the Base Plan, the Executive Planning Team has agreed to reconvene on a bi-annual basis to review the Base Plan and Annexes. In addition to those meetings, the district representative intends to gather a District Planning Team together on a quarterly basis to discuss the District's Mitigation Actions Matrix. The members of the District Team will represent the departments with responsibilities identified in the Mitigation Actions Matrix. See MJHMP Base Plan – Mitigation Strategies section for a description of the categories portrayed in the Matrix.

Integration with Existing Programs

The Mitigation Plan provides a series of recommendations - many of which are closely related to the goals and objectives of existing planning programs. The District's Local Mitigation Officer will be responsible for implementing recommended mitigation action items through existing programs and procedures. The district is responsible for adhering to the State of California's Field Act as administered for the State Department of Education.

Some of the goals and action items in the MJHMP will be achieved through activities recommended in the district's policy, capital, and funding documents. The MJHMP will be reviewed on a bi-annual basis during a gathering of the various Local Mitigation Officers. Upon the bi-annual review, the District's Local Mitigation Officer will work with other district departments to identify areas that the MJHMP action items are consistent with the policy, capital, and funding documents to ensure the Plan goals and action items are implemented in a timely fashion.

Upon FEMA approval, the MJHMP Executive Planning Team will begin the process of incorporating risk information and mitigation action items into existing planning mechanisms. The bi-annual meetings of the Team will provide an opportunity for Team members to report back on the progress made on the integration of mitigation planning elements into the planning documents and procedures of the various jurisdictions. Specifically, the District's Local Mitigation Officer will utilize the following sections of the Plan to make revisions to other documents within the District:

- ✓ Risk Assessment Section (Base Plan), District Profile, Planning Process (stakeholders) – Emergency Operations Plan, Facilities Maintenance Plans, FIT Reports, etc.
- ✓ Mitigation Actions Matrix – Capital Projects, Grants, Bonds

Mitigation Actions Matrix

Mitigation Action Item		Coordinating Agency	Timeline	Goal: Protect Life and Property	Goal: Public Awareness	Goal: Natural Systems	Goal: Emergency Services	Goal: Partnerships and Implementation	Buildings & Infrastructure: Does the Action item involve New and/or Existing Buildings and/or Infrastructure? Yes (Y)	Funding Source and Planning Mechanism: GF- General Fund, FMP, HMGP, BRIC	Benefit: L-Low, M-Medium, H-High	Cost: L-Low, M-Medium, H-High	Priority: L-Low, M-Medium, H-High
MULTI-HAZARD ACTION ITEMS													
MH-1 Install Generators – primarily for classroom, secondary for office/kitchen.	Kashia School	1 year	X				X	X	Y	FMP, HMGP, BRIC	H	H	H
MH-2 Install Water Tanks.	Kashia School	1 year	X			X	X	X	Y	FMP, HMGP, BRIC	H	H	H
MH-3 Annually update the Facilities Inspection Tool (FIT).	Facilities	Ongoing	X	X	X	X	X	X	Y	GF	H	L	H
MH-4 Provide annual briefing to the campus Emergency Response Team on the results of the Facilities Inspection Tool. A "heads up" on vulnerabilities will help them to assess damages more efficiently.	Facilities	Ongoing	X	X	X	X	X	X	Y	GF	H	L	H
EARTHQUAKE ACTION ITEMS													
EQ-1 Install Tie Downs	Kashia School	2 years	X				X	X	Y	GF	M	M	M

Kashia School District

Mitigation Action Item	Coordinating Agency	Timeline	Goal: Protect Life and Property	Goal: Public Awareness	Goal: Natural Systems	Goal: Emergency Services	Goal: Partnerships and Implementation	Buildings & Infrastructure: Does the Action item involve New and/or Existing Buildings and/or Infrastructure? Yes (Y)	Funding Source and Planning Mechanism: GF- General Fund, FMP, HMGP, BRIC	Benefit: L-Low, M-Medium, H-High	Cost: L-Low, M-Medium, H-High	Priority: L-Low, M-Medium, H-High
EQ-2 Install Water Storage	Kashia School	2 years	X		X	X	X	Y	FMP, HMGP, BRIC	H	H	H
EQ-3 Conduct seismic inventory of facilities and inspect integrity of non-structural devices.	Facilities	1-5 years	X	X	X	X	X	Y	FMP, HMGP, BRIC	H	H	H
EQ-4 Based on the results of the seismic inventory, retrofit or rebuild as necessary.	Facilities	1-5 years	X	X	X	X	X	Y	FMP, HMGP, BRIC	H	H	H
EPIDEMIC/PANDEMIC/VECTOR-BORNE DISEASES ACTION ITEMS												
EPV-1 Install Reliable Internet Communications for Community/School	Tribal Council	Ongoing	X	X		X	X		GF	H	M	H
EPV-2 PPE and Additional Food/Water	Kashia School	Ongoing	X	X		X	X		GF	L	L	M
EPV-3 Upgrade HVAC units in order to be compliant with present-day energy standards.	Facilities	1 year	X	X	X	X	X	Y	FMP, HMGP, BRIC	H	H	H
EPV-4 Install automatization devices/openers to decrease surface contact (doors, fountains, etc.).	Facilities	1 year	X	X	X	X	X	Y	FMP, HMGP, BRIC	H	H	H

Mitigation Action Item	Coordinating Agency	Timeline	UTILITY RELATED ACTION ITEMS													
			Priority: L-Low, M-Medium, H-High	Cost: L-Low, M-Medium, H-High	Benefit: L-Low, M-Medium, H-High	Funding Source and Planning Mechanism: GF- General Fund, FMP, HMGP, BRIC	Buildings & Infrastructure: Does the Action item involve New and/or Existing Buildings and/or Infrastructure? Yes (Y)	Goal: Partnerships and Implementation	Goal: Emergency Services	Goal: Natural Systems	Goal: Public Awareness	Goal: Protect Life and Property				
UT-1 Generators	Kashia School	1 year	X							X	Y	FMP, HMGP, BRIC	H	H	H	H
UT-2 Reliable Communications	Kashia School	Ongoing	X						X	X	X	GF	H	M	H	H
UT-3 Research and purchase generators suitable for the campus.	Facilities	1 year	X						X	X	X	FMP, HMGP, BRIC	H	H	H	H
UT-4 Research and purchase water filtration for the campus.	Facilities	1 year	X						X	X	X	FMP, HMGP, BRIC	H	H	H	H