

Agenda
Governing School Board
Board Meeting Wednesday, October 12, 2022
4:00 p.m. @ Kashia School District

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

Glenda Antone _____	Tami Bell _____
Rick Parrish _____	
Charlene Pinola _____	Patti Pomplin _____
 2. Approval of Agenda
 3. Public Comment on Non Agenda Items (Limit 5 Minutes)
Public comment on any item of interest to the public that is within in the Board's jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon.
 4. Communications
 - 4.1 SCOE Approval Letter for 2022-23 Adopted Budget
 5. Appoint Applicant to School Board Seat – Administer Oath of Office
 6. Consent Agenda
 - 6.1 Approval of Minutes from September 14, 2022
 - 6.2 Approval of Warrants for September 2022
 - 6.3 Approval of Williams Quarterly Report for July to September 2022
 - 6.4 Approval of Updated GANN Limit Resolution #09142022-2
 7. Reports and Communications
 - 7.1 Governing Board Members
 - 7.2 Superintendent
 - 7.3 Business Manager
 - 7.4 PTO
 8. Items Scheduled for Information and Discussion
 - 7.2 One Time Grant Revenue Review
 9. Items Scheduled for Discussion and Action
 - 9.1 Approve Board Policies
 - BP 4040 Employee use of Technology
 - AR 4040 Employee use of Technology
 - AR 4112.22 Staff Teaching Students of Limited English Proficiency
 - BP 4112.24 Teacher Qualifications Under the No Child Left Behind Act
 - AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act
 - AR 4112.3 Oath or Affirmation
 - E 4112.3 Oath or Affirmation
 - AR 4112.4 Health Examinations
-

AR 4112.62 Maintenance of Criminal Offender Records

E 4112.62 Maintenance of Criminal Offender Records

- 9.2 Approve Teacherage Rental Agreement
- 9.3 Approve Teacher Hiring Incentive
- 9.4 Approve Hiring Full Time Teacher
- 9.5 Approve Hiring Part Time Instructional Aide
- 9.6 Approve Budget Updates

10. Items Scheduled for Future Board Meetings

- 10.1 Board Policies
- 10.2 Hire Employees
- 10.3 1st Interim

11. Adjournment

Next Board Meeting, November 9, 2022

4:00 p.m.



Sonoma County
Office of Education

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

September 15, 2022

Tami Bell, Superintendent
Kashia School District
31510 Skaggs Springs Road
Stewarts Point, CA 95480

Dear Mr. Bell,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Kashia School District's (District) 2022-23 Adopted Budget to determine if it complies with the Criteria and Standards for financial stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2022-23 year, as well as the 2022-23 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with the County's approval of the District's 2022-23 Local Control and Accountability Plan (LCAP). Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2022-23 budget reflects an ending fund balance in the General Fund of \$530,676 with an increase to fund balance of \$22,099. The minimum state reserve of \$75,000 for a district of your size has been met.

The District is projecting an unrestricted ending fund balance of \$536,890 in 2023-24 and \$543,424 in 2024-25. The minimum state reserve reported as met in both years.

Based on the Adopted Budget Report, the District projects Average Daily Attendance (ADA) to increase to 10 in 2022-23, 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.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2022-23 fiscal year are not settled. Because these costs make up the largest portion of the District's

budget, any salary and/or benefit increase could adversely impact the fiscal condition of the District. We caution the District to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the District takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the District to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2022. **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:

Steven D. Herrington, PhD., County Superintendent of Schools
Greg Medici, SCOE Deputy Superintendent, Business Services
Cindy Gordon, SCOE District Fiscal Management Advisor

Posted October 12, 2022

Notice

Kashia School District has one
school board seat open.

Candidates must be registered
voters in Sonoma County and
live within the school District
boundaries.

If you are interested,
please contact:

Tami Bell
707-785-9682.

Kashia School District Board of Trustees

Charlene Pinola, President – Glenda Antone, Clerk

31510 Skaggs Spring Road

P.O. Box 129 Stewarts Point, CA 95480

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

Kashia School Board Vacancy Application Form

Name: _____

Address: _____

Phone Number (s): _____

Biographical Information:

1. Occupation: _____

2. Education: _____

3. Public School Related Experience: _____

4. Community Involvement: _____

5. Years of Residence _____ in Sonoma County.

Briefly explain how you can assist the Kashia Board of Trustees as a member:

Please note: Upon receipt by the District, this form will be a matter of public record.

Kashia School District
Minutes
Board Meeting, September 14, 2022

1. Meeting called to order at 4:10 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Rick Parrish, Trustee Charlene Pinola
Staff: Tami Bell, Patti Pomplin
Community: Janet McKinnon
2. Approval of Agenda: Moved by Trustee Pinola, 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 – Items Reviewed
 - 4.1 EASIE 2022-23 Final Approval
 - 4.2 EASIE 2019-20 Surveys 1 & 2 Completed
5. Consent Agenda
Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the Board to approve the consent agenda as presented.
 - 5.1 Approve August 10, 2022 Board Minutes
 - 5.2 Approve August 2022 Vendor Warrants
6. Reports and Communications
 - 6.1 Governing Board – Trustee Pinola setting up room to build bark houses for cultural education; Trustee Antone stated the teacherage needed to be cleaned; she also asked about the student sign in sheets, CBO school calendar, smoke alarms and not blocking door exits.
 - 6.2 Superintendent – discussed Native American day; possible signing bonus for new teacher to be approved at October meeting (\$6,000 paid half at end of 2022-23 and half at 2023-24); attendance incentive; student enrollment at 8, need at least 10; field trips planned to the health fair at the high school and the horse ranch; will be gone on Friday, October 14th; free students desks available at Horicon; need 2 new refrigerators and one new freezer.
 - 6.3 Business Manager – greenhouse people not paid; COVID testing requirements; sign CBO contract
 - 6.4 PTO - none
7. Items Scheduled for Information and Discussion
 - 7.1 Second Reading Board Policies
 - BP 4040 Employee use of Technology
 - AR 4040 Employee use of Technology
 - AR 4112.22 Staff Teaching Students of Limited English Proficiency
 - BP 4112.24 Teacher Qualifications Under the No Child Left Behind Act
 - AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act
 - AR 4112.3 Oath or Affirmation
 - E 4112.3 Oath or Affirmation
 - AR 4112.4 Health Examinations
 - AR 4112.62 Maintenance of Criminal Offender Records

E 4112.62 Maintenance of Criminal Offender Records

8. Items Scheduled for Discussion and Action

Public Hearing – Sufficiency of Instructional Materials

Open: 5:17

Closed: 5:18

No comments.

8.1 Approved Resolution 09142022 Declaring Instructional Materials for 2022-23 School Year

Moved by Trustee Pinola seconded by Trustee Parrish and passed unanimously by the board to approve the Instructional Materials resolution as presented.

8.2 Approved 2021-22 Unaudited Actuals

Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the board to approve the Unaudited Actuals as presented.

8.3 Approved 2021-22 GANN Limit

Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the board to approve the 2021-22 GANN Limit as presented.

8.4 Approval of Hiring Classroom Teacher – Tabled

8.5 Approval of Hiring Classroom Instructional Assistant – Tabled

8.6 Approval of Teacherage Rental Agreement – Tabled

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 1st Interim

9.3 Hire New Staff

10. Meeting Adjourned at 5:37

Next Regular Meeting
Wednesday, October 12, 2022

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1915494	09/02/2022	Ally Technology Consulting	01-5840	monthly tech		1,025.00
1915495	09/02/2022	Amerigas	01-5510	705262290		594.40
1915496	09/02/2022	Edgar Oliver	01-5815	fabrication green house		300.00
1915497	09/02/2022	Frontier Communications	01-5911	70778596821013815		223.46
1915498	09/02/2022	Healdsburg Lumber Co	01-4380	weathersstriping		11.68
1915499	09/02/2022	Frances Johnson	01-9515	staledated june check	51.98	223.00
1915500	09/02/2022	Kashia Utilities District	01-9515	staledated check	109.08	161.06
				staledated check #1876341		139.98
1915501	09/02/2022	Wells Fargo Vendor Fin Serv	01-5911	300927141		55.00
1916974	09/09/2022	Independent Coast Observer	01-4310	subscription renewal		132.48
1916975	09/09/2022	JR's Auto Care Ctr	01-4380	422071 paint		780.00
1916976	09/09/2022	Lamont Salgado	01-5800	weed eating limbing etc		143.70
1916977	09/09/2022	Carmen Marrufo	01-5800	lunch prep		
1916978	09/09/2022	Pacific Gas & Electric	01-5520	28343238771	170.77	
				93967066411	17.36	
				94383733055	156.88	345.01
1916979	09/09/2022	Recology Sonoma Marin	01-5560	1812654333		211.45
1916980	09/09/2022	Tami Bell	01-4390	food/Horicon		47.76
1917704	09/14/2022	Janet c/o AE Design	01-4310	event	156.33	
			01-4390	plant	167.40	323.73
1919854	09/23/2022	Amerigas	01-5510	706495975 trailer tank		854.96
1919855	09/23/2022	Edgar Oliver	01-5815	additional green house work		330.00
1919856	09/23/2022	George Marrufo	01-5815	additional greenhouse work		645.00
1919857	09/23/2022	Home Depot	01-6500	freezer		978.82
1919858	09/23/2022	Jose Oropeza	01-5815	additional green house work		1,040.00
1919859	09/23/2022	Lowe's Home Center	01-6500	2 refrigerators	90.00	1,866.45
1920448	09/28/2022	ESP & Alarms Inc	01-5832	aug to oct 874-099	180.00	270.00
				oct to dec 874-599 & 874-600		
1920449	09/28/2022	Francis K Macias	01-5800	august meal delivery	216.00	
				september meal delivery	288.00	504.00
1920450	09/28/2022	Frontier Communications	01-5911	70778596821013815		242.57
Total Number of Checks					25	11,449.51

Fund Summary

Fund	Description	Check Count	Expensed Amount
------	-------------	-------------	-----------------

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

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Sep 28 2022 1:38PM

Checks Dated 09/01/2022 through 09/30/2022

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

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	11,449.51
Total Number of Checks		25	11,449.51
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			11,449.51

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

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Sep 28 2022 1:38PM

Williams Settlement Quarterly Uniform Complaint Report - July 1, 2022 - September 30, 2022

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.

Sign in to Google to save your progress. [Learn more](#)

* Required

Name of District *

Kashia School District

Name and Title of Person Reporting *

Patti Pomplin

Phone Number *



Request edit access



Email Address *

ppomplin@kashiaesd.org

INSTRUCTIONAL MATERIALS *

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

INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

 Request edit access



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



Request edit access



Never submit passwords through Google Forms.

Updated Resolution #09142022-2

RESOLUTION FOR ADOPTING THE “GANN” LIMIT

(Normal, no increase to Limit pursuant to G.C. 7902.1 (ZERO ON LINE 10))

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2021-22 fiscal year and a projected Gann Limit for the 2022-23 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2021-22 and 2022-23 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2021-22 and 2022-23 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2020-21 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2020-21 Actual			2021-22 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	212,972.89	(10,009.22)	202,963.67			161,953.71
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	10.19		10.19			7.69
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2020-21			Adjustments to 2021-22		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2021-22 P2 Report			2022-23 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	7.69		7.69	10.00		10.00
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			7.69			10.00
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2021-22 Actual			2022-23 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	625.72		625.72	300.00		300.00
2. Timber Yield Tax (Object 8022)	607.76		607.76	200.00		200.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	114,092.66		114,092.66	110,760.00		110,760.00
5. Unsecured Roll Taxes (Object 8042)	3,579.59		3,579.59	3,500.00		3,500.00
6. Prior Years' Taxes (Object 8043)	61.49		61.49	0.00		0.00
7. Supplemental Taxes (Object 8044)	1,996.28		1,996.28	1,000.00		1,000.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	1,745.00		1,745.00	2,000.00		2,000.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	122,708.50	0.00	122,708.50	117,760.00	0.00	117,760.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	122,708.50	0.00	122,708.50	117,760.00	0.00	117,760.00

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			1,582.02			1,028.00
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	0.00		0.00	0.00		0.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	0.00	0.00	1,582.02	0.00	0.00	1,028.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	94,684.00		94,684.00	123,425.00		123,425.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	94,684.00	0.00	94,684.00	123,425.00	0.00	123,425.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	558,738.58		558,738.58	463,117.00		463,117.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	3,177.79		3,177.79	3,000.00		3,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS	2021-22 Actual			2022-23 Budget		
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			202,963.67			161,953.71
2. Inflation Adjustment			1.0573			1.0755
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.7547			1.3004
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			161,953.71			226,505.25
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			122,708.50			117,760.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			2,400.00			2,400.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			40,827.23			109,773.25
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			40,827.23			109,773.25
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			935.42			1,483.54
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			123,643.92			119,243.54
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			39,891.81			108,289.71
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			123,643.92			
b. State Subventions (Line D8)			39,891.81			
c. Less: Excluded Appropriations (Line C23)			1,582.02			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			161,953.71			

Patti Pomplin	707-321-5849
Gann Contact Person	Contact Phone Number

Kashia School District

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

October 2022 One-Time Funding

Resource – 2600	Expanded Learning Opportunities After School, Summer School, TK Prep/Classes	\$50,000
Resource – 3216	ELO ESSER II State Reserve Expanded Learning	\$3,696
Resource – 3217	ELO GEER II Expanded Learning	\$848
Resource – 3218	ELO ESSER III Res Emergency Expanded Learning	\$2,410
Resource – 3219	ELO ESSER III Res Loss Expanded Learning	\$4,154
Resource – 6266	Carryover Educator Effectiveness Coaching/Mentoring, Social Emotional, IEP's, Networking	\$3,790
Resource – 6537	Carryover Special Ed Learning Recovery Budgeted for Speech	\$2,984
Resource – 6762	Arts, Music & Instructional Materials Grant Professional development, Instructional Materials, Culturally Relevant	\$5,129
Resource – 7425	Carryover Expanded Learning Opportunity Grant Learning Recovery, Summer School, Tutoring, Materials, Cleaning/PPE	\$1,587
Resource – 7426	Carryover Learning Opportunity – Para Prof Instructional Assistants	\$1,411
Resource – 7435	Learning Recovery Block Grant Extra Instructional Time, Tutoring, Counseling, Before/After School	\$17,923

Kashia ESD

Board Policy

Employee Use Of Technology

BP 4040

Personnel

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Superintendent/Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent/Principal or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent/Principal or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent/Principal or designee so that he/she may have system access.

The Superintendent/Principal or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent/Principal or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

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

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

WEB SITES

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

American Library Association: <http://www.ala.org>

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

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Employee Use Of Technology

AR 4040

Personnel

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent/Principal or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email,

nor shall they attempt to read, delete, copy, modify, or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent/Principal or designee. Such sites shall be subject to rules and guidelines established for district online publishing

activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the Superintendent/Principal or designee.

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Staff Teaching Students Of Limited English Proficiency

AR 4112.22

Personnel

Definitions

Instruction for English language development (ELD) means instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English. (Education Code 44253.2)

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. (Education Code 44253.2)

Content instruction delivered in the primary language means instruction in a subject area delivered in the primary language of the student. (Education Code 44253.2)

Teacher Qualifications

The Superintendent/Principal or designee shall ensure that a teacher providing instruction for ELD, SDAIE, and/or content instruction in any student's primary language possesses the appropriate authorization issued by the Commission on Teacher Credentialing (CTC).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

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

(cf. 4113 - Assignment)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 6174 - Education for English Language Learners)

The Board of Trustees shall make reasonable efforts to assign teachers with appropriate ELD authorizations to those students who need ELD instruction. However, a teacher awarded a Certificate of Completion of Staff Development for SDAIE pursuant to Education Code 44253.11 shall be considered certified and competent to provide ELD instruction. (Education Code 44253.11)

(cf. 4131 - Staff Development)

A teacher may be provisionally assigned to provide instruction for ELD or SDAIE during the period that he/she is pursuing training to complete a Certificate of Completion of Staff Development pursuant to Education Code 44253.10 or 44253.11.

Legal Reference:

EDUCATION CODE

44253.1-44253.11 Certification for bilingual-crosscultural competence
44258.9 County superintendent review of teacher assignment
44259.5 Standards for teachers of all students, including English language learners
44380-44386 Alternative certification
52052 Adequate yearly progress
52160-52178 Bilingual-Bicultural Act of 1976
52180-52186 Bilingual teacher training assistance program
62001-62005. 5 Evaluation and sunseting of programs
99230-99242 Mathematics and Reading Professional Development Program
CODE OF REGULATIONS, TITLE 5
6100-6125 Teacher qualifications, No Child Left Behind Act
80016 Certificate of completion of staff development to teach English learners
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
6601-6651 Training and recruiting high-quality teachers
6801-7014 Language instruction for English learners and immigrant students
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
COURT DECISIONS
Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004

CL-622 Serving English Learners, April 2006

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

06-0020 Implementation of Senate Bill 1292 regarding options to earn an English learner authorization, December 13, 2006

04-0001 Clarification of authorizations to teach English learners, January 12, 2004

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, rev. January 16, 2004

WEB SITES

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

California Association for Bilingual Education: <http://www.bilingualeducation.org>

California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>

California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>

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

U.S. Department of Education: <http://www.ed.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Board Policy

Teacher Qualifications Under The No Child Left Behind Act

BP 4112.24

Personnel

Recognizing the importance of teacher effectiveness in improving student achievement, the Board of Trustees desires to recruit and hire teachers for core academic subjects who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB).

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 6171 - Title I Programs)

All teachers employed to teach core academic subjects shall be "highly qualified" as defined by federal law and the State Board of Education. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

The Superintendent/Principal or designee shall inform teachers of NCLB requirements and shall identify additional qualifications, if any, that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

The Superintendent/Principal or designee shall report to the Board on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Beginning Teacher Support/Induction)

Legal Reference:

EDUCATION CODE

44500-44508 Peer Assistance and Review Program for Teachers

44662 Performance evaluation; Stull Act review

44664 Teacher evaluation; program to improve performance

44865 Alternative programs

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80089.3-80089.4 Subject matter authorizations

UNITED STATES CODE, TITLE 20

1401 Definition of highly qualified special education teacher

6311 Parental notifications

6312 Title I local educational agency plan

6314 Schoolwide programs

6315 Targeted assistance schools

6319 Highly qualified teachers

7345-7345b Small Rural Schools Achievement Program

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

200.61 Parent notification regarding teacher qualifications

300.18 Highly qualified special education teachers

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings, January 2007

NCLB Teacher Requirements Resource Guide, March 1, 2004

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

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

Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001

California Standards for the Teaching Profession, July 1997

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006

New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004

WEB SITES

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

California Department of Education, NCLB Teacher Quality: <http://www.cde.ca.gov/nclb/sr/tq>

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

U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Teacher Qualifications Under The No Child Left Behind Act

AR 4112.24

Personnel

Definitions

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. (20 USC 7801)

Hard-to-staff setting means a middle or high school classroom eligible for the federal Small Rural Schools Achievement Program, a middle or high school special education classroom, or a middle or high school alternative education program as specified in Education Code 44865, including home teaching, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools, county community schools, and district community day schools. (5 CCR 6100)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

High Objective Uniform State Standard Evaluation (HOUSSE) is a method of determining a teacher's subject matter competence using forms developed by the California Department of Education (CDE). HOUSSE Part 1 consists of a summation of the teacher's years of experience, coursework, professional development, and service to the profession. HOUSSE Part 2, to be conducted only if Part 1 does not indicate subject matter competency, consists of direct observation and portfolio assessment and, if necessary, completion of the Peer Assistance and Review Program for Teachers or other individualized professional development plan. (5 CCR 6104)

(cf. 4139 - Peer Assistance and Review)

Level 1 professional development means training that will provide a teacher with the requisite understanding of each set of state content standards. Level 2 professional development means training that will provide a teacher with more in-depth understanding of the content standards than provided in a Level 1 professional development program. The trainings shall be consistent with state-adopted academic content standards, curriculum frameworks, and adopted texts and shall incorporate the assessment of subject matter competency as outlined in the CDE's document California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings. For each type of training, at least 36 hours in the core subject for which the teacher is being certified is required to substantively address the subject matter content. (5 CCR 6100, 6105)

Teacher new to the profession is a teacher who either graduated from an accredited institution of

higher education and received a credential, or was enrolled in or had completed an approved intern program, on or after July 1, 2002. (5 CCR 6100)

Teacher not new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002. (5 CCR 6100)

Teacher Qualifications

To meet the teacher qualification requirements of the federal No Child Left Behind Act (NCLB), a teacher of a core academic subject shall meet all of the following conditions: (20 USC 6319, 7801; 34 CFR 200.55, 200.56, 300.18; 5 CCR 6101, 6104, 6105, 6110)

1. Hold a bachelor's degree
2. Hold a full credential or be currently enrolled in an approved intern program for less than three years

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

3. Demonstrate subject matter competency in accordance with the applicable requirements below

(cf. 6171 - Title I Programs)

A teacher who holds a supplementary authorization or is employed on a local teaching assignment shall meet the teacher qualification requirements of NCLB if he/she holds a California teaching credential and has demonstrated subject matter competency for the grade span and subject matter taught. (5 CCR 6116)

A teacher shall not meet the teacher qualification requirements of NCLB if he/she is teaching with a short-term staff permit, a provisional internship permit, or a state or local waiver for the grade or subject taught. (5 CCR 6115, 80021, 80021.1)

Demonstration of Subject Matter Competency

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession:

1. An elementary teacher who is new to the profession shall pass a validated statewide subject matter examination certified by the Commission on Teacher Credentialing (CTC). (5 CCR 6102)
2. An elementary teacher who is not new to the profession shall complete one of the following: (5 CCR 6103-6104)
 - a. A validated statewide subject matter examination that the CTC has utilized to determine

subject matter competency for credentialing purposes

b. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher

3. A middle or high school teacher who is new to the profession shall pass or complete one of the following for every core academic subject currently assigned: (5 CCR 6111)

a. A validated statewide subject matter examination certified by the CTC

b. University subject matter program approved by the CTC

c. Undergraduate major in the subject taught

d. Graduate degree in the subject taught

e. Coursework equivalent to the undergraduate major

4. A middle or high school teacher who is not new to the profession shall pass or complete one of the following for every core subject assigned: (5 CCR 6112)

a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competency for credentialing purposes

b. University subject matter program approved by the CTC

c. Undergraduate major in the subject taught

d. Graduate degree in the subject taught

e. Coursework equivalent to the undergraduate major

f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards

g. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher

5. A middle or high school teacher in a hard-to-staff setting, as defined above, shall complete professional development for the subject matter verification process within three years of the date of assignment to such a setting. (5 CCR 6100, 6105)

a. If the teacher has fewer than 20 total or 10 upper division nonremedial college-level semester units, or equivalent quarter units, in a core academic subject, he/she shall complete both Level 1 and Level 2 professional development courses as defined above.

b. If the teacher has fewer than 32 semester nonremedial college-level units, but at least 20 total or 10 upper division nonremedial semester units, or the equivalent quarter units, in a core academic subject, he/she shall complete a Level 2 professional development course.

(cf. 4131 - Staff Development)

6. An elementary, middle, or high school special education teacher teaching multiple subjects exclusively to students with disabilities may either: (20 USC 1401; 34 CFR 300.18; 5 CCR 6111)

a. Meet the requirements above for teachers who are new or not new to the profession, as applicable

b. In the case of a new special education teacher who has demonstrated subject matter competency in mathematics, language arts, or science, demonstrate competency in the other core academic subject(s) he/she teaches through the HOUSSE no later than two years after the date of employment

Satisfaction of Requirements Outside District

A teacher who has been determined by another district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements. (5 CCR 6120)

A teacher who has been determined to meet subject matter competency requirements outside of California shall be considered to have met those requirements for the particular subject and/or grade span in California. The date of issuance of a valid out-of-state credential shall be used to identify a teacher as new or not new to the profession. (5 CCR 6125)

A teacher prepared in a country other than the United States shall be considered to have met NCLB teaching requirements if he/she: (5 CCR 6126)

1. Holds a degree from a foreign college or university that is at least equivalent to a bachelor's degree offered by an American institution of higher education

2. Has completed a teacher preparation program that meets CTC requirements for out-of-country trained teachers

3. Demonstrates subject matter competency for the grade span and subjects taught through the same or equivalent processes and methods required of California teachers

4. Holds a California teaching credential

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Oath Or Affirmation

AR 4112.3
Personnel

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government Code 3100-3102)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 9224 - Oath or Affirmation)

Legally employed noncitizens shall be exempt from taking this oath. (Government Code 3101)

At the advice of legal counsel, the Superintendent/Principal or designee may exempt an employee from taking the oath if he/she raises a valid religious objection.

The Superintendent or other person authorized in Education Code 60 shall administer the oath or affirmation when a district employee is hired.

In the case of intermittent, temporary, emergency or successive employments, the Superintendent/Principal or designee may determine that the oath shall be effective for all successive periods of employment which begin within one calendar year from the date that the oath was subscribed. (Government Code 3102)

(cf. 4121 - Temporary/Substitute Personnel)

The Superintendent/Principal or designee shall file the executed oath or affirmation within 30 days of the date on which it is taken and subscribed. An employee's oath or affirmation may be destroyed five years after the termination of employment. (Government Code 3105)

Reimbursement of Expenses for Disaster Service Workers

Whenever an employee seeks compensation or reimbursement of expenses as a disaster service worker, the Superintendent/Principal or designee shall ascertain and certify that the employee has taken the oath or affirmation. (Government Code 3107)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

44334 Oath or affirmation required for credential

44354 Administration of oath required for credential

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District 55 Cal. App. 3d 544 (1976)

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Exhibit

Oath Or Affirmation

E 4112.3

Personnel

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 and 3102 and that I am required to take this oath before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, I am subject to disaster services activities assigned to me by my supervisor.

(Signature)

Certified by:

(Person who administers the oath)

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Health Examinations

AR 4112.4
Personnel

Tuberculosis Tests

No applicant shall be initially employed in a classified or certificated position unless he/she has submitted to an intradermal or other tuberculin test licensed by the Food and Drug Administration within the past 60 days and, if that test was positive, has subsequently obtained an X-ray of the lungs. The applicant shall submit to the district a certificate signed by the examining licensed physician indicating that he/she is free of active tuberculosis. (Education Code 49406; 5 CCR 5503)

The cost of the pre-employment tuberculosis examination shall be paid by the applicant.

An applicant who was previously employed in another California school district may fulfill the tuberculosis examination requirement by either producing a certificate showing that he/she was examined within the last four years and found to be free of active tuberculosis or by having his/her previous school district employer verify that it has on file a certificate which contains that evidence. (Education Code 49406)

Once hired by the district, employees who test negative on the initial intradermal or other tuberculin test shall undergo a tuberculosis examination at least once every four years, or more often if so directed by the Board of Trustees upon recommendation of the county health officer, for as long as the employee's test remains negative. An employee with a documented positive test for tuberculosis infection shall no longer be required to submit to the examination and shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

Tuberculosis tests for employees shall be provided by the district or at district expense. (Education Code 44839, 45122, 49406)

If an employee's religious belief prevents him/her from undergoing a tuberculosis examination, the employee shall file an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge or belief he/she is free from active tuberculosis. In order to exempt the individual, the Board shall determine by resolution, after a hearing, that the health of students would not be jeopardized. (Education Code 49406)

The Superintendent/Principal or designee may exempt from the tuberculosis testing requirement

classified employees who are employed for less than a school year if their functions do not require frequent or prolonged contact with students. (Education Code 49406)

The Superintendent/Principal or designee may exempt a pregnant employee from the requirement that a positive tuberculin test be followed by an X-ray of the lungs, for a period not to exceed 60 days following termination of the pregnancy. (Education Code 49406)

Medical Certification for Communicable Diseases for Certificated Employees

When a new employee in a position requiring certification has not previously been employed in such a position in California or a retirant has not previously been employed as a retirant, he/she shall have a medical certificate on file with the district stating that he/she is free from any disabling disease which would render him/her unfit to instruct or associate with children. The certificate shall be completed by a licensed physician and returned to the district by the physician. The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)

The Board may require a certificated employee or retirant to undergo a periodic medical examination by a physician to determine that the employee is free from any communicable disease making him/her unfit to instruct or associate with children. This periodic medical examination shall be at district expense. (Education Code 44839, 44839.5)

Mental Examination for Certificated Employees

A certificated employee may be suspended or transferred to other duties if the Board has reasonable cause to believe that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties. In such a case, the district shall follow the process specified in Education Code 44942 and the district's collective bargaining agreement, including the opportunity for the employee to be examined by a panel of psychiatrists or psychologists.

(cf. 4032 - Reasonable Accommodation)

(cf. 4118 - Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

44932 Grounds for dismissal of permanent employee
44942 Suspension or transfer of certificated employee on ground of mental illness, psychiatric examination; mandatory sick leave
45122 Physical examinations
49406 Examination for tuberculosis
CODE OF REGULATIONS, TITLE 5
5502 Filing of notice of physical examination for employment of retired persons
5503 Physical examination for employment of retired persons
5504 Medical certification procedures
COURT DECISIONS
Raven v. Oakland Unified School District (1989) 213 Cal.App.3d 1347

Management Resources:

WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>

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

Public Health Institute: <http://www.phi.org>

U.S. Food and Drug Administration: <http://www.fda.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Administrative Regulation

Maintenance Of Criminal Offender Records

AR 4112.62

Personnel

Maintenance of Criminal Offender Records

All information received from the Department of Justice is confidential. (Education Code 44830.1, 45125)

The Superintendent shall designate an employee as record custodian of all confidential fingerprint and criminal record history who shall be responsible for the administration of the information. Any questions regarding Criminal Offender Record Information shall be resolved by the record custodian.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 4112.5/4312.5 - Criminal Record Check)

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

(cf. 4212.5 - Criminal Record Check)

Criminal Offender Record Information shall be accessible only to the record custodian and shall be kept in a locked file separate from other files. The contents of these records shall not be disclosed and shall not be reproduced. (Education Code 44830.1, 45125)

The record custodian shall be fingerprinted and processed through the California Department of Justice. He/she shall sign an Employee Statement Form, acknowledging an understanding of the laws regarding Criminal Offender Record Information.

These records shall be used only for the purpose for which they were requested.

Upon a hiring determination, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 701-708)

Violation of this administrative regulation may result in suspension, dismissal and/or criminal or civil prosecution.

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

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

The record custodian shall ensure that the district complies with destruction, storage,

dissemination, auditing, backgrounding and training requirements as set forth in 11 CCR 701-708 and the rules regarding use and security of these records as set forth in Penal Code 11077. (Education Code 44830.1, 45125)

Interagency Agreements

Upon receipt from the Department of Justice of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the designated district shall give notice to the Superintendent or any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the written designee. The report shall be made available at the office of the designated district for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The designated district shall not release a copy of that information to any participating district or any other person. In addition, the designated district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The designated district shall maintain a record of all persons to whom the information has been shown. This record shall be available to the Department of Justice. (Education Code 44830.2, 45125.01)

The designated district shall submit an interagency agreement to the Department of Justice to establish authorization to submit and receive this information. (Education Code 44830.2, 45125.01)

Legal Reference:

EDUCATION CODE

44332 Temporary certificate

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Interagency agreements

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Interagency agreements

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons
11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence;
availability to employer for applicants for positions with supervisory or disciplinary power over
minors
11140-11144 Furnishing of state criminal history information
13300-13305 Local summary criminal history information
CODE OF REGULATIONS, TITLE 11
701-708 Criminal offender record information

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

Kashia ESD

Exhibit

Maintenance Of Criminal Offender Records

E 4112.62

Personnel

SAMPLE EMPLOYEE STATEMENT FORM USE OF CRIMINAL JUSTICE INFORMATION

As an employee of Horicon Elementary School District, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code 502 prescribes the penalties related to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes the felony penalties for misuse of public record and CLETS (California Law Enforcement Telecommunication System) information. Penal Code 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

**I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE
OF CRIMINAL RECORD INFORMATION.**

Signature:

Date:

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: October 12, 2022, Stewarts Point California

LEASE AGREEMENT

Kashia School District Teacherage

This Agreement is made by and between:

Landlord

Kashia School District

Tenant

Kashia School District hereby agrees to lease the two bedroom, two bathroom property located at:

31510 Skaggs Spring Road
Stewarts Point, CA 95480

The lease period shall be for the 2022-23 school year as long as _____ is working on the behalf of the Kashia School District between August 2022 and June 2023. This contract may be renewable annually contingent on continued employment for the Kashia School District. The monthly agreed upon amount of **\$800** will be paid to Kashia School District on the 1st day of each month effective _____, assuming the teacherage will be ready to inhabit. The deposit will be waived to cover furniture purchased which it to remain on campus as a part of the teacherage for future usage.

Term and Conditions

1. Use of Property

The Property leased shall only be used for residential purposes. Housing inspections will be conducted.

2. Utilities

The usage of school power, water and internet are included in monthly rent. Propane will be reimbursed as necessary.

3. Furnishings

The teacherage is furnished with a refrigerator, stove, microwave, dishwasher as well as washing machine and dryer. Regular maintenance on furnishings will be covered by the School District, damages caused by the tenant shall be at his cost. Bedframes, couch and table set will be purchased as part of the deposit and left once the teacherage is no longer needed.

4. Acknowledgment

The parties hereby acknowledge and understand the terms herein set forth in this Agreement.

Signed on this day: _____

Kashia School District _____

**Board Agenda Item 8.3
Teacher Hiring Incentive**

In order to encourage applications for the full-time classroom teaching position, Kashia School Board of Trustees approves \$6,000 as a hiring incentive to be paid in two payments, \$3,000 after completing the 2022-23 school year and another \$3,000 after the completion of the 2023-24 school year.

Fund 01 - General Fund		Fiscal Year 2023 through 06/30/2023				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	244,517.00	34,864.78		209,652.22	86%
Federal Revenue	(8100-8299)	119,607.00	(1,807.00)		121,414.00	102%
Other State Revenue	(8300-8599)	82,443.00	10,245.84		72,197.16	88%
Other Local Revenue	(8600-8799)	101,783.00	16,844.17		84,938.83	83%
Total Revenues		548,350.00	60,147.79		488,202.21	89%
EXPENDITURES						
Certificated Salaries	(1000-1999)	103,323.00	1,636.38	.00	101,686.62	98%
Classified Salaries	(2000-2999)	54,407.00	13,571.25	.00	40,835.75	75%
Employee Benefits	(3000-3999)	44,027.00	3,720.14	.00	40,306.86	92%
Books and Supplies	(4000-4999)	26,669.00	3,859.85	.00	22,809.15	86%
Services & Operating Expenses	(5000-5999)	339,656.00	49,454.88	.00	290,201.12	85%
Capital Outlay	(6000-6999)	2,845.00	2,845.27	.00	(0.27)	0%
Total Expenditures		570,927.00	75,087.77	.00	495,839.23	87%
Operating Surplus/(Deficit)		(22,577.00)	(14,939.98)	(14,939.98)		
Beginning Fund Balance		594,667.00	594,665.70	594,665.70		
Net Ending Fund Balance		572,090.00	579,725.72	579,725.72		
*** calculated ***						
Components of Ending Fund Balance						
Reserve economic Uncertainty - 9789		71,000.00	.00			
Undesignated/unappropriated - 9790		501,090.00	.00			
Ending Fund Balance		572,090.00	.00			

change to Fund Balance

* <5,481> Janitor
 <5,000> Maintenance including painting & fire abatement
 <2845> Food Service Refrigerators & Freezer
<13,326>

- ① No offsetting adjustments have been made at this time for staffing
- ② Updated LCFF calculations will be included at 1st Interim
- ③ All One-Time revenues budgeted with off-setting expenditures to be adjusted as necessary.