

Agenda
Governing School Board
Wednesday, November 13, 2019
4:00 p.m.
Classroom, Kashia School District

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

Glenda Antone	_____	Frances Johnson	_____
Maxine Barboza	_____	Joseph Swain	_____
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. Communication

5. Consent Agenda

5.1 Approve Minutes from October 16, 2019

5.2 Approve Warrants for October 2019

6. Reports and Communications

6.1 Governing Board Members

6.2 Superintendent

6.3 Teacher

6.4 Business Manager

6.5 PTO

7. Items Scheduled for Information and Discussion

7.1 First Reading Board Policies

BP 3270 Sale & Disposal of Books, Equipment & Supplies

AR 3270 Sale & Disposal of Books, Equipment & Supplies

BP 3314 Payment for Goods & Services

AR 3314 Payment for Goods & Services

BP 3320 Claims & Actions Against the District

AR 3320 Claims & Actions Against the District

E 3320 Claims & Actions Against the District

BP 3350 Travel Expenses

BP 3400 Management of District Assets/Accounts

AR 3400 Management of District Assets/Accounts

BP 3515.2 Disruptions

AR 3515.2 Disruptions

7.2 Review School Safety Plan

8. Items Scheduled for Discussion and Action

- 8.1 J13a for October 10th, & 25th through November 1st due to Air Quality and PG&E Outage
- 8.2 Approve Updated 2019-20 Calendar for October 9th PG&E Outage
- 8.3 Approve Facilities Inspection Tool

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 Audit for 2018-19
- 9.3 1st Interim
- 9.4 Nomination for and Election of, School Board President
- 9.5 Nomination for and Election of, School Board Clerk
- 9.6 Nomination for and Election of, Voting Delegate and Alternative Voting Delegate to vote in elections of the Sonoma County Committee on School District Organization
- 9.7 Board Member signatures for the Sonoma County Superintendent of Schools
- 9.8 Approve Frances Johnson as Secretary of the Board
- 9.9 Determination and approval of the 2020 regular Board meeting dates and times

10. Adjournment

Next Regular Board Meeting
Wednesday, December 11, 2019 4:00pm

Kashia School District
Minutes
Special Board Meeting, October 16, 2019

1. Meeting called to order at 4: 18 by Board Clerk Glenda Antone
Roll Call: Trustee Glenda Antone, Trustee Maxine Barboza
Absent: Charlene Pinola
Staff: Frances Johnson, Patti Pomplin, Joseph Swain
Community: None
2. Approval of Agenda: Moved by Trustee Barboza, seconded by Trustee Antone to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication – The following letters were reviewed by the board.
SCOE – Approval of 2019-20 Original Budget
SCOE – Approval of 2019-20 LCAP
CDE – Approval of J13A Attendance Due to Emergency Conditions February 27 & 28th, 2019
LCAP Federal Addendum System – Title II Portion of Addendum
5. Consent Agenda
Moved by Trustee Antone, seconded by Trustee Barboza to approve the consent agenda as presented.
 - 5.1 Approved Minutes from September 11, 2019
 - 5.2 Approved Warrants from September 2019
 - 5.3 Williams Quarterly Report July 2019 to September 2019
6. Reports and Communications
 - 6.1 Governing Board – Trustee Barboza stated she needed to resign from the board; asked if new employees were be drug tested through Indian Health.
 - 6.2 Superintendent –Continuing to work with Nate on the water shed; Sister Linda providing language/vocabulary – Trustee Pinola hopes to help; Joseph doing a wonder job; Rosie Davis working in the mornings with an RSP student; Robin Iversen working with special education students in the morning and doing custodial work in the afternoons; plans to ask Indian Health for help with drug testing.
 - 6.3 Aide – Joseph working on getting students on track grade level wise, progressing with math and seeing movement with reading; some special education assessment going on via internet; using planets for science studies; studying presidents; using prizes for rewards; student attitudes improving as well as seeing a significant improvement in classroom behavior; classroom organization continues to improve learning environment.

6.4 Business Manager – Audit information given to the auditors for completion; need to have a school safety meeting; handed out plants to the board as a thank you and condolences for Lorraine's passing; will bring Christmas stockings for an art project and stuffers for the parents to wrap.

6.5 PTO – None

7. Items Scheduled for Information and Discussion

7.1 Breakdown of Prior Year Special Ed Revenue/Expenditures

Board reviewed information handed out about prior years SELPA revenue recapture and what revenues are available for the current year program

7.2 Understanding the Budget – Presentation

The board reviewed Unrestricted vs. Restricted revenue programs.

7.3 RESIG Public Self Insurer's Annual Report

The board reviewed the annual report for year ending June 2019 from Redwood Empire Schools Insurance Group who provided Property & Liability Insurance as well as Workers Comp for Sonoma County Schools.

8. Items Scheduled for Discussion and Action

8.1 Final Reading Board Policies

Moved by Trustee Antone, seconded by Trustee Barboza and passed unanimously to adopt the board policies as presented.

- BP7000 Concepts and Roles
- BP7110 Facilities Master Plan
- AR7111 Evaluating Existing Buildings
- BP7131 Relations with Local Agencies
- BP7140 Architectural and Engineering Services
- AR7140 Architectural and Engineering Services
- BP7150 Site Selection and Development
- BP7210 Facilities Financing
- BP7211 Developer Fees
- AR7211 Developer Fees
- BP7212 Mello Roos Districts
- BP7213 School Facilities Improvement Districts
- BP7214 General Obligation Bonds
- AR7214 General Obligation Bonds
- BP7310 Naming of Facility

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

Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously to approve the change to the 2019-20 school calendar to use one of the built in emergency days for the power outage on October 2, 2019 which happened due to a truck accident taking out a power pole.

8.3 Approve Provisional Internship Permit for Joseph Swain

Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously to approve the Provisional Internship Permit for Joseph Swain to be acting teacher for the 2019-20 school year.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Facilities Inspection Tool (FIT)

9.3 1st Interim Report

9.4 2018-19 Audit

9.5 Calendar Revision for October 9th and 10th Power Outage

9.6 J13a for Power Outages Beyond Build in Emergency Days

9.7 School Safety Plan

10. Meeting Adjourned at 5:43

Next Meeting

Regular Board Meeting, Wednesday, November 13, 2019 4:00 p.m.

Respectfully submitted: Patti Pomplin

Signed: _____

Glenda Antone, Clerk

Checks Dated 10/01/2019 through 10/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1745917	10/04/2019	Acsig-edge	01-9573	6748-0280		50.00
1745918	10/04/2019	Amerigas	01-5510	200821025		117.99
1745919	10/04/2019	Healdsburg Lumber Co	01-4380	maintenance		288.26
1745920	10/04/2019	Frances Johnson	01-5200	RSP travel week of 09/16 and 09/23		452.20
1745921	10/04/2019	Gene Parrish	01-5200	week of 10/07 to 10/11		319.10
1745922	10/04/2019	Charlene Pinola	01-4390	friends of Kasha		150.00
1745923	10/04/2019	Patti Pomplin	01-4310	adapter rsp	21.05	
				surge protectors	39.49	60.54
1745924	10/04/2019	Sonoma County Office Of Ed	01-5200	special ed for admin		40.00
1746728	10/09/2019	Employment Development Dept.	01-9555	94205275		6.83
1746729	10/09/2019	Frontier Communications	01-5911	70778596821013815		393.28
1746730	10/09/2019	Joseph Swain	01-4350	postage	32.25	
			01-4380	keys	10.14	42.39
1746731	10/09/2019	Gene Parrish	01-5200	week of Oct 14 to Oct 18		319.10
1746732	10/09/2019	Gene Parrish	01-5200	week of oct 21 to oct 25		319.10
1746733	10/09/2019	Pete's Glass Shop	01-5800	window		307.87
1746734	10/09/2019	Patti Pomplin	01-4310	water bottles,motion lights, signs		235.68
1746735	10/09/2019	Redwood Coast Medical Services	01-5800	tb		284.00
1746736	10/09/2019	SCOE-Legal Services	01-4350	classified notice of employment		132.50
1748094	10/16/2019	Aeries Software	01-4340	software license support		1,100.00
1748095	10/16/2019	Gene Parrish	01-5200	week of Oct. 28 to Nov 1		319.10
1748096	10/16/2019	Gene Parrish	01-5200	fuel for week of 10/14 to 10/18		115.84
1748764	10/18/2019	Gualala Unocal 76	01-5630	ignition coil	160.96	
				tune up r&r coil cylinder	609.19	770.15
1748765	10/18/2019	ESP & Alarms Inc	01-5832	#874-599 Oct Nov Dec	90.00	
				#874-600 oct nov dec	90.00	180.00
1748766	10/18/2019	Gualala Supermarket	01-4700	field trip food		164.41
1748767	10/18/2019	Independent Coast Observer	01-5825	ad id 3556595	123.60	
				ad id 3557419	123.60	247.20
1748768	10/18/2019	Kasha Utilities District	01-5530	kud67938		177.32
1748769	10/18/2019	Pacific Gas & Electric	01-5520	28343238771	166.21	
				93967066411	14.68	
				94383733055	126.00	306.89
1748770	10/18/2019	Gene Parrish	01-5200	week of November 1 to November 8		319.10
1748771	10/18/2019	Patti Pomplin	01-4380	rug for classroom	86.59	
				security	609.22	695.81
1748772	10/18/2019	Ray Morgan Company	01-5632	2589048,2586528,2628479 plus late fee	877.48	

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 - Kasha

Generated for Patti Pomplin (PPOMPLIN), Nov 4 2019 11:35AM

ESCAPE

ONLINE

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Checks Dated 10/01/2019 through 10/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1748772	10/18/2019	Ray Morgan Company	01-5632	ke02	30.54	908.02
1748773	10/18/2019	Stephen Roatch Accountancy	01-5821	2018-19 #3		4,900.00
1748774	10/18/2019	The Genesis Group Inc	01-5807	week ending 10/06 speech		510.00
1748775	10/18/2019	Wells Fargo Vendor Fin Serv	01-5632	3000927141		139.65
1750782	10/25/2019	Frontier Communications	01-5911	70778596821013815		210.54
1750783	10/25/2019	Robin Iversen	01-5800	custodian 09/23-10/23	499.50	
			01-5806	rsp class assist 09/23-10/23	992.25	1,491.75
1750784	10/25/2019	Frances Johnson	01-5200	hotel room gene 10/14-10/16	214.68	
				selpa	99.76	
1750785	10/25/2019	Joseph Swain	01-5202	scoe on 10/17	75.40	389.84
1750786	10/25/2019	Linda Mahoney	01-5200	health fair		34.80
1750787	10/25/2019	Gene Parrish	01-5630	van repairs from Hansel Ford		355.80
1750788	10/25/2019	Patti Pomplin	01-5200	week of Nov 11 to Nov 15		319.10
1750789	10/25/2019	Ray Morgan Company	01-4310	art and office		258.33
1750790	10/25/2019	Rosalee Davis	01-5632	ke02		181.22
			01-5800	lunch from 09/24-10-23	243.00	
			01-5806	rsp class assist 09/24-10/23	897.75	1,140.75
Total Number of Checks					41	18,754.46

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	41	18,754.46
Total Number of Checks		41	18,754.46
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			18,754.46

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

Kashia ESD

Board Policy

Sale And Disposal Of Books, Equipment And Supplies

BP 3270

Business and Noninstructional Operations

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent/Principal or designee shall identify these items to the Board of Trustees, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent/Principal or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent/Principal or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds
60530 Methods of destruction
GOVERNMENT CODE
25505 District property; disposition; proceeds
UNITED STATES CODE, TITLE 40
484 Surplus property
CODE OF FEDERAL REGULATIONS, TITLE 34
80.32 Equipment acquired under a grant or subgrant

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Sale And Disposal Of Books, Equipment And Supplies

AR 3270

Business and Noninstructional Operations

The Board of Trustees may dispose of personal property belonging to the district by any of the following methods:

1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)

2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)

Notice for bids shall be posted in at least three public places in the district for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, published within the district. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent/Principal or designee. (Education Code 17546)

3. The Board may authorize the sale of the property by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)

4. Without advertising for bids, the Board may sell the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing and handling. (Education Code 17540)

5. Without advertising for bids, the Board may sell or lease the property to agencies of federal, state or local government or to any other school district. In such cases, the price and terms of the sale or lease shall be fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

6. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any Board of Trustees, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes. (Education Code 60510)

Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price
2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice

(cf. 9323.2 - Actions by the Board)

School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.
4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: January 15, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Payment For Goods And Services

BP 3314

Business and Noninstructional Operations

The Board of Trustees recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent/Principal or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314.2 - Revolving Funds)

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

(cf. 9320 - Meetings and Notices)

The Superintendent/Principal or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

(cf. 9320 - Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

Legal Reference:

EDUCATION CODE

17605 Delegation of authority for purchases

42630-42651 Orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity
PUBLIC CONTRACT CODE
7107 Retention proceeds; withholding; disbursement
9203 Payment for projects costing over \$5000
20104.50 Timely progress payments
CODE OF REGULATIONS, TITLE 2
22000-22005 Digital signatures

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

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

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Payment For Goods And Services

AR 3314

Business and Noninstructional Operations

Payments to Contractors

The district shall make payment on any contract for the creation, construction, alteration, repair, or improvement of any public structure, building, or other improvement of any kind which costs over \$5,000 based on estimates of actual work completed that have been approved by the Board of Trustees. The district shall not make progress payments in excess of 95 percent of the actual work completed and may include 95 percent of the value of material delivered or stored but as yet unused. The district shall withhold at least five percent of the contract price until the final completion and acceptance of the project. However, any time after 50 percent of the work has been completed, the Board may make any of the remaining progress payments in full for actual work completed if the Board finds that satisfactory progress is being made. (Public Contract Code 9203)

The Superintendent/Principal or designee shall ensure that requests for progress payments related to contracts for public works are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

(cf. 3312 - Contracts)

Retention proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: January 15, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Claims And Actions Against The District

BP 3320

Business and Noninstructional Operations

The Board of Trustees intends that the district's operations minimize risk, protect district resources, and promote the safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or excepted by Government Code 905 shall be presented consistent with the manner and time limitations in the Government Claims Act, unless a procedure for processing such claims is otherwise provided by state or federal law. Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4.

The Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent/Principal or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board. (Government Code 53051)

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Claims And Actions Against The District

AR 3320

Business and Noninstructional Operations

Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above, including claims for damages to real property, shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)

Late Claims

Any person presenting a claim under item #1 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 is filed late and is not accompanied by an application to file a late claim, the Board or Superintendent shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The Board or Superintendent shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board or Superintendent provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board or Superintendent shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.

3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.8. (Government Code 911.8)

If the Board or Superintendent does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Delivery of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government, in a sealed envelope properly addressed to the district office with postage paid or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

Claim Form

Claims shall be submitted on the district claim form. The Board or Superintendent may return a claim not using the district's claim form and the claim may be resubmitted using the district's form. (Government Code 910.4)

Notice of Claim Insufficiency

The Superintendent shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the Board or Superintendent may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim or application, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

The Superintendent or Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Claims may be amended within the time limits provided under the section entitled "Time Limitations" above or prior to final action by the Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not been commenced or barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.

If the Board allows the claim in whole, or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent/Principal or designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: January 15, 2020 Stewarts Point, California

Kashia ESD

Exhibit

Claims And Actions Against The District

E 3320

Business and Noninstructional Operations

CLAIM FORM AGAINST KASHIA ELEMENTARY SCHOOL DISTRICT Government Code Sections 910 and 910.2

Name of Claimant: _____

Address: _____

Phone Number: _____ (day) _____ (evening) _____

Date the injury/damage occurred: _____

Place the injury/damage occurred: _____

Describe how and under what circumstances the injury/damage occurred: _____

What particular action by the district and/or its employees caused the alleged damage or injury:
(List employee name(s), if known): _____

State the amount of the claim if it is less than \$10,000: \$ _____

Include the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time this claim is presented and list the basis for the computation of the amount claimed:

If the dollar amount is more than \$10,000, no dollar amount shall be stated but please indicate whether the claim is a limited civil claim (total dollar amount less than \$25,000):

Limited Civil Case: Yes _____ No _____

Names, addresses and phone numbers of any witnesses, doctors, and hospitals: _____

Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury. Penal Code 72 provides that a person who files such a claim may be guilty of a felony punishable by imprisonment and by a fine not exceeding \$10,000.

Signature: _____ Date: _____

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: January 15, 2020 Stewarts Point, California

Exhibit 2

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF FAILURE TO USE DISTRICT'S CLAIM FORM

Government Code Section 910.4

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent/Principal or designee on [date] is being returned because it was not presented on the district's claim form as required by Government Code Section 910.4 and in accordance with Board policy and administrative regulation. Because the claim was not presented on the district's form, no action was taken on the claim.

You may resubmit your claim using the district's claim form, which may be obtained at the district office. Note that your claim must still comply with the time limits in the Government Code specified for filing of such claims. For further information, call 707-886-5322.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: January 15, 2020 Stewarts Point, California

Exhibit 3

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF INSUFFICIENCY Government Code Section 910.8

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim presented by you on [date] fails to comply substantially with the requirements of Government Code Sections 910 and 910.2 or with the requirements of the district's claim form provided under Government Code Section 910.4. Specifically, your claim is insufficient because of the following defects or omissions:

Therefore, the claim is being returned to you without further action or consideration. If you wish to pursue this further, you should consult the Government Code or legal counsel.

The Board of Trustees will not take any action on the claim for a period of fifteen (15) days from the date of this notice.

Dated:

Signature

Typed Title of Officer

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: January 15, 2020 Stewarts Point, California

Exhibit 4

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF FAILURE TO FILE IN A TIMELY MANNER Government Code Section 911.3

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent/Principal or designee on [date] is being returned because it was not presented within six months after the event or occurrence as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to Kashia Elementary School District for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: January 15, 2020 Stewarts Point, California

Exhibit 5

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

DENIAL OF APPLICATION TO FILE A LATE CLAIM

Government Code Section 911.8

TO: [Claimant]
[Address]

RE: Claim Filed [date]

Your application to file a late claim presented on [date] has been denied. The Board of Trustees has determined that your claim does not satisfy one of the four conditions listed in Government Code Section 911.6.

WARNING

If you wish to file a court action on this matter, you must first petition the appropriate court for an order relieving you from the provisions of Government Code Section 945.4 (claims presentation requirement). See Government Code Section 946.6. Such petition must be filed with the court within six (6) months from the date your application for leave to present a late claim was denied.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT

version: January 15, 2020 Stewarts Point, California

Exhibit 6

3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

NOTICE OF ACTION TAKEN ON CLAIM
Government Code Section 913

Dear :

Notice is hereby given that the claim you presented to the Kashia Elementary School District on [date] was [rejected, allowed, allowed in the amount of \$ and rejected to the balance, rejected by operation of law or other appropriate language, whichever is applicable] on [date of action or rejection by operation of law].

WARNING

Subject to certain exceptions, you have only six (6) months from the date this letter was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Dated:

Signature

Printed Name and Title of Officer

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: January 15, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Travel Expenses

BP 3350

Business and Noninstructional Operations

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent/Principal or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent/Principal or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent/Principal or designee prior to traveling. The Superintendent/Principal or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent/Principal or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent/Principal or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent/Principal or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent/Principal or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent/Principal or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent/Principal or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent/Principal or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall

submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Management Of District Assets/Accounts

BP 3400

Business and Noninstructional Operations

The Board of Trustees recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent/Principal or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314 - Payment for Goods and Services)

(cf. 3460 - Financial Reports and Accountability)

Capital Assets

The Superintendent/Principal or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent/Principal or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent/Principal or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the

Superintendent/Principal or designee. In addition, the Superintendent/Principal or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

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

The Superintendent/Principal or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent/Principal or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42604 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

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

California Department of Education, School Finance: <http://www.cde.ca.gov/fg>

California State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis & Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Management Of District Assets/Accounts

AR 3400

Business and Noninstructional Operations

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent/Principal or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

(cf. 3110 - Transfer of Funds)

Fraud Prevention and Investigation

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties

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

7. Disclosing investment activities engaged in or contemplated by the district

(cf. 3430 - Investing)

8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or

equipment

10. Failing to provide financial records to authorized state or local entities

11. Any other dishonest or fraudulent act

The Superintendent/Principal or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent/Principal or designee shall issue a report to appropriate personnel and to the Board of Trustees. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

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

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: January 15, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Disruptions

BP 3515.2

Business and Noninstructional Operations

In order to help maintain an educational environment that provides for student safety, the Board of Trustees is committed to keeping the school free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent/Principal or designee shall provide for the prompt removal of any individual from school grounds who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or threatens to cause property damage in accordance with law, Board policy, or administrative regulation.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4158/4258/4358 - Employee Security)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.4 - Student Disturbances)

The Superintendent/Principal or designee shall establish a plan describing actions to be taken, including staff responsibilities, when an individual is causing a disruption. In developing such a plan, the Superintendent/Principal or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention in the event of a disruption.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy or administrative regulation. Staff who believe that a disruption may occur shall immediately contact the Superintendent/Principal or designee.

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

Gun Free School Zone

Possession of unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1,000 feet of school grounds without the written permission of school authorities. (Penal Code 626.9, 626.10)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting, misdemeanor
32211 Threatened disruption or interference with classes; misdemeanor
35160 Authority of governing boards
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property
415.5 Disturbance of peace of school
626-626.11 Schools, crimes, especially:
626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
626.8 Disruptive presence at schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
626.9 Gun Free School Zone Act
627-627.10 Access to school premises
653b Loitering about schools or public places

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652
In Re Joseph F., (2000) 85 Cal.App.4th 975
In Re Jimi A., (1989) 209 Cal. App.3d 482
In Re Oscar R., (1984) 161 Cal. App 3d 770

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 58 (1996)

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 15, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Disruptions

AR 3515.2

Business and Noninstructional Operations

The Superintendent/Principal or designee may direct a person to leave school grounds when there is a reasonable basis for concluding that the person is committing, or has entered campus with the purpose of committing, an act that is likely to interfere with the peaceful conduct, discipline, good order, or administration of school activities or with the intent to inflict damage on any person or property. He/she may also ask a person to leave who uses loud and/or offensive language which could provoke a violent reaction or a person who has otherwise established a continued pattern of unauthorized entry on school grounds. This shall not apply if that person is a student, school employee, or other person required by his employment to be on school grounds. (Education Code 44810, 44811; Penal Code 415.5, 626.7, 626.8)

The Superintendent/Principal or designee may also direct a specified drug offender to leave school grounds, unless that person is a student at the school, a parent/guardian of a child attending the school, or he/she has prior written permission for entry from the Superintendent/Principal or designee. (Penal Code 626.85)

When directing any person to leave school premises, the Superintendent/Principal or designee shall inform the person that he/she will be guilty of a crime if he/she:

1. Remains after being directed to leave (Education Code 44811; Penal Code 626.8)
2. Returns to the campus without following the school's posted registration requirements (Penal Code 626.7)
3. Returns within seven days after being directed to leave (Penal Code 626.8, 626.85)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1250 - Visitors/Outsiders)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)

The Superintendent/Principal or designee may direct a person who is required to register as a sex offender to immediately leave school grounds, unless he/she is on school grounds for lawful business or with the Superintendent's permission. If such a person does not leave school grounds, the Superintendent/Principal or designee shall inform the person that he/she may be guilty of a crime.

(cf. 3515.5 - Sex Offender Notification)

The Superintendent/Principal or designee shall notify law enforcement as appropriate.

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent/Principal or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the person making the appeal, the Superintendent/Principal or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent/Principal or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent/Principal or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: January 15, 2020 Stewarts Point, California

Kashia Elementary
School District

Comprehensive School Safety Plan
March 2017 – June, 2020

Members of the Governing Board

Charlene Pinola, President
Glenda Antone, Clerk
Maxine Barboza

Members of the Safety Committee

Joseph Swain, Aide/Teacher
Frances Johnson, Superintendent/ Principal
Coleen McCloud, Parent Teacher Organization
Sea Ranch Fire Protection Department
Sonoma County Sheriff
Kashia Tribal Council

Kashia Elementary School District

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Appendix A: Annual Report on Status of the Plan (SARC)	

Kashia Elementary School District

Kashia School is a kindergarten through eighth grade elementary school district. The rural, one school district is located in the northwest corner of Sonoma County. The district is one of the smallest, sitting in the middle of Horicon School District on Tribal land. Kashia has a population of 19 students. The original one room schoolhouse is still located on an adjacent property, and operates as a museum.

There is one part time classroom aide, with two part time assistants who perform lunch, custodial and recess duties. District personnel consists of a Principal/Superintendent/acting teacher hired from SCOE, a supplemental Business Manager, a supplemental cultural studies and intervention assistant.

District Safety Vision:

A safe school is a place where learning can occur in a welcoming environment free of intimidation, violence and fear. Kashia Elementary School district is dedicated to providing a safe environment for children so they can focus on learning and growing.

District Safety Mission

Kashia Elementary School District is committed to the safety and security of students, staff, and visitors within Kashia School facilities. Professional development and collaborative partnerships are necessary to the success of the safety plan and emergency management efforts that include prevention, preparedness, response, and recovery procedures relevant to potential natural and human caused crisis.

Safe School Planning

Safe School planning is a partnership that includes a working relationship with local emergency responders, community members, parents and students. A safe school plan is a dynamic process that is comprehensive, evaluative and constantly evolving. The Kashia Elementary School District Comprehensive School Safety Plan will be reviewed, evaluated, and amended as needed each school year by the Parent Teacher Organization and the Board of Trustees. If there are any significant changes, the revised plan will be placed on the February regular meeting of the Board of Trustees for public hearing to allow public input before it is readopted.

Our Goals

This Comprehensive School Safety plan has several overarching goals. They are as follows:

- To help our Kashia community create a school atmosphere that is safe, respectful, fair, and conducive to learning.
- To prepare ourselves to respond calmly and competently to any possible disaster, keeping foremost always the safety and well-being of students and staff.
- To comply fully with all requirements of the California Education Code.

To further these goals, this plan has been prepared in conformance with the provisions of California Education Code #32282 and all relevant Kashia Elementary School District Board and Administrative Policies.

Rights

“All students and staff of primary, elementary, junior high, and high schools have an inalienable right to attend campuses which are safe, secure, and peaceful.”

California Constitution, Article 1, and Section 28(c): Right to Safe Schools

Data Analysis

Data Source	2017-18	2018-19
California Health Kids Survey		
Suspensions	X	X
Office Discipline Records	X	X
Attendance Trends	X	X
Community data (parent survey)		

Conclusions from Data:

- Healthy Kids Survey was not administered in 2018, percentage of parent permissions was not sufficient.
- Suspensions records in 2018-19 were for 0 students.
- Baseline office referral data kept from 2018-19 had no occurrences.
- Average daily attendance in 2018-19 of the 19 students
-

Grade	1 st Trim	2nd trim			3rd trim	Average
Kinder						1.96
1 st						1.24
2 nd						1.89
3 rd						2.47
4 th						
5 th						
6 th						.74
7 th						.33
8 th						1.84

Attendance continues to be an issue for Kashia School District

Conclusions from Parent, Teacher and Student Input:

Parent surveys were not distributed in the 2018-19 school year.



Goals, Strategies and Activities for Ensuring a Safe and Orderly Environment

Component I – People and Programs - Supports and Engagement Violence, Victimization & Substance Use

Goal #1 Comprehensive implementation of Second Step Curriculum K-8.
Measurable Objective: By June, 2020, 90% of students will be able to consistently use strategies for solving conflicts, supporting appropriate behavior of peers, calming themselves, taking risks or challenges, as measured by trimester surveys to be completed by yard supervisors or teacher.
Action Steps 1.0 Classroom will conduct Safety lessons each week.
2.0 Playground support with principal observation and coaching at recess.
3.0 Parent Communication and Education of strategies and similar language to be reinforce.

Responsible leads and participants	Frances Johnson, Principal/Superintendent
Completion Date and Budget	By August 2019 Training, collaboration time, coaching (ongoing)
Resources Needed	Instructional funding for curriculum resources. Release time or scheduling for teacher to model lessons
How we will Monitor and evaluate	Monthly check-in at staff/collaboration meetings Observations of lessons Student observation Discipline records evaluated for decreases

Component II – Place

Goal #1: Playground Improvement
Objective: To post playground hours and supervision guidelines. Monitor grounds maintenance. Paint playground as needed and inspect for damage.
Action Steps 1.0 Phase 1: a. Signs posted in a visible location. b. Custodian/maintenance contracted employees inspect playground and equipment on a weekly basis. c. Superintendent/teacher communicate with parent group about needs and concerns.

Communication and Evaluation of the Plan

Responsible leads and participants	Frances Johnson, Superintendent/Principal –
Completion Date and Budget	August 2019 \$500 maintenance
Resources Needed	Volunteers, and time
How we will Monitor and evaluate	Monthly facility meetings Monthly board and parent group reporting

Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i>	Date of Public Hearing : <u>June 6, 2019</u> Site of Public Hearing: <u>Kashia School District, Classroom</u> •	
	The School is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> • In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i> 	
Review of Progress for Last Year	Name: Frances Johnson	Date: November 14, 2019
Law Enforcement Review	Name:	Date: tbd
Parent Teacher Org	Name: TBD	Date: NA
School Board Approval	Name: Charlene Pinola	Date: November 14, 2019

Method of Evaluation: How was the previous plan monitored?

What progress was made on Component 1 (People and Programs)?

Resources provided for new teacher. Lessons are currently being taught weekly, as observed and reported by superintendent/principal.

Discipline School –Behavior expectations and discipline consequences reviewed in class at the beginning of the year, and mid year.

What progress was made on Component 2 (Place / Physical Environment)

For the 2016-17 school year, classroom and bathrooms were painted and reconfigured to make a more positive learning environment. 2017-18 weaving class was introduced to promote cultural pride and education. 2019-20 the classroom was repainted with new carpet installation as well as classroom re-configuration for better learning environment.

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

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Kashia Elementary School District	COUNTY CODE: 49	DISTRICT CODE: 70888	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Frances Johnson	FISCAL YEAR: 2019-20		
ADDRESS: PO Box 129 31510 Skaggs Spring Road	COUNTY NAME: Sonoma		
CITY: Stewarts Point	STATE: CA	ZIP CODE: 95480	
CONTACT NAME: Frances Johnson	TITLE: Superintendent/Principal	PHONE: 707-785-9682	E-MAIL: fjohnson@scoe.org

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq. <input checked="" type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

CALIFORNIA DEPARTMENT OF EDUCATION

☐ Not Applicable (Proceed to Section C)

☐ Supplemental Page(s) Attached

October 2nd - truck hit power pole which resulted in no power at school
 October 9th & 10th - PG&E public safety power shut off
 October 25th - smoke from Kincaid fire affected staff and students having difficulty breathing, headaches, nausea. The air quality was over 250 the prior day and averaged in the 160's during Friday.
 October 28th - November 1st - PG&E public safety power shut off, estimated by PG&E. Evacuation order for Stewarts Point.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/jf/3a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

[illegible]

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Kashia Elementary School	6052013	2018-19	February 27 & 28, 2019	Power outage - mud slide, road conditions	yes
Kashia Elementary School	6052013	2018-19	January 17, 2019	Power outage - tree down - mud slide	yes
Kashia Elementary School	6052013	2018-19	November 9, 2018	Fires caused extremely unsafe air quality	no
Kashia Elementary School	6052013	2017-18	October 10, 2017	County fires caused extremely unsafe air quality	no
Kashia Elementary School	6052013	2016-17	January 9 & 10, 2017	No power at school - downed tree - mud slide	yes
Kashia Elementary School	6052013	2014-15	Date Unavailable - 1 Day	No power at school	yes

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION C: MATERIAL DECREASE

- ☒ **Not Applicable (Proceed to Section D)**
☐ **Supplemental Page(s) Attached**

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☒ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.
We, members constituting a majority of the governing board of Kashia Elementary School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Glenda Antone

Maxine Barboza

Charlene Pinola

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 13th day of November, 2019

Witness: Charlene Pinola (Name)

(Signature)

Title: Board President of Sonoma

County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee):

(Name)

(Signature)

Authorizing LEA Name:

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Steven Herrington

(Name)

(Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____,

Witness: Shelley Stiles (Name)

(Signature)

Title: Director EFS of Sonoma

County, California

COE contact/individual responsible for completing this section:

Name: Shelley Stiles

Phone: 707-524-2635

Title: Director, External Fiscal Serv

E-mail: sstiles@scoe.org



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US EPA PM2.5 AQI 10 Minute

X

Horicon Elementary School B:198

Thu Oct 24 2019

15:10:00 GMT-0700



-- Average

-- Horicon Elementary School B

-- Horicon Elementary School A

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54

Map Data Layer: (?)

Conversion: (?)

X

US EPA PM2.5 AQI

None

Standard Map

Show 10 Minute Average

n/a | 0 | 50 | 100 | 150 | 200 | 250 | 300 | 350 | 400 | 500+

Outside
SensorsInside
SensorsShow My
SensorsAverages
as Rings

October 30th, 2019, 6:46:00 AM PDT

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October 25th

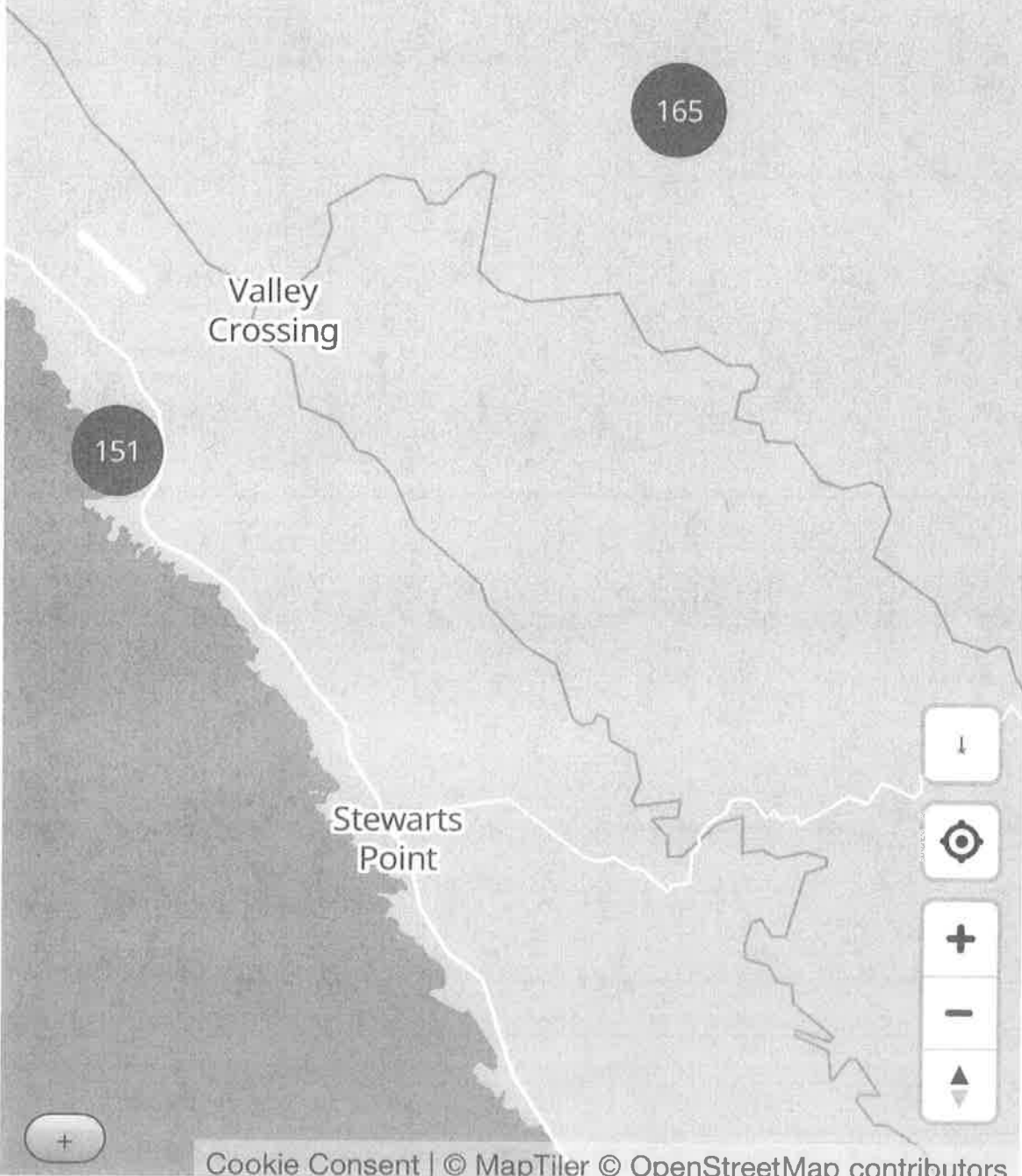
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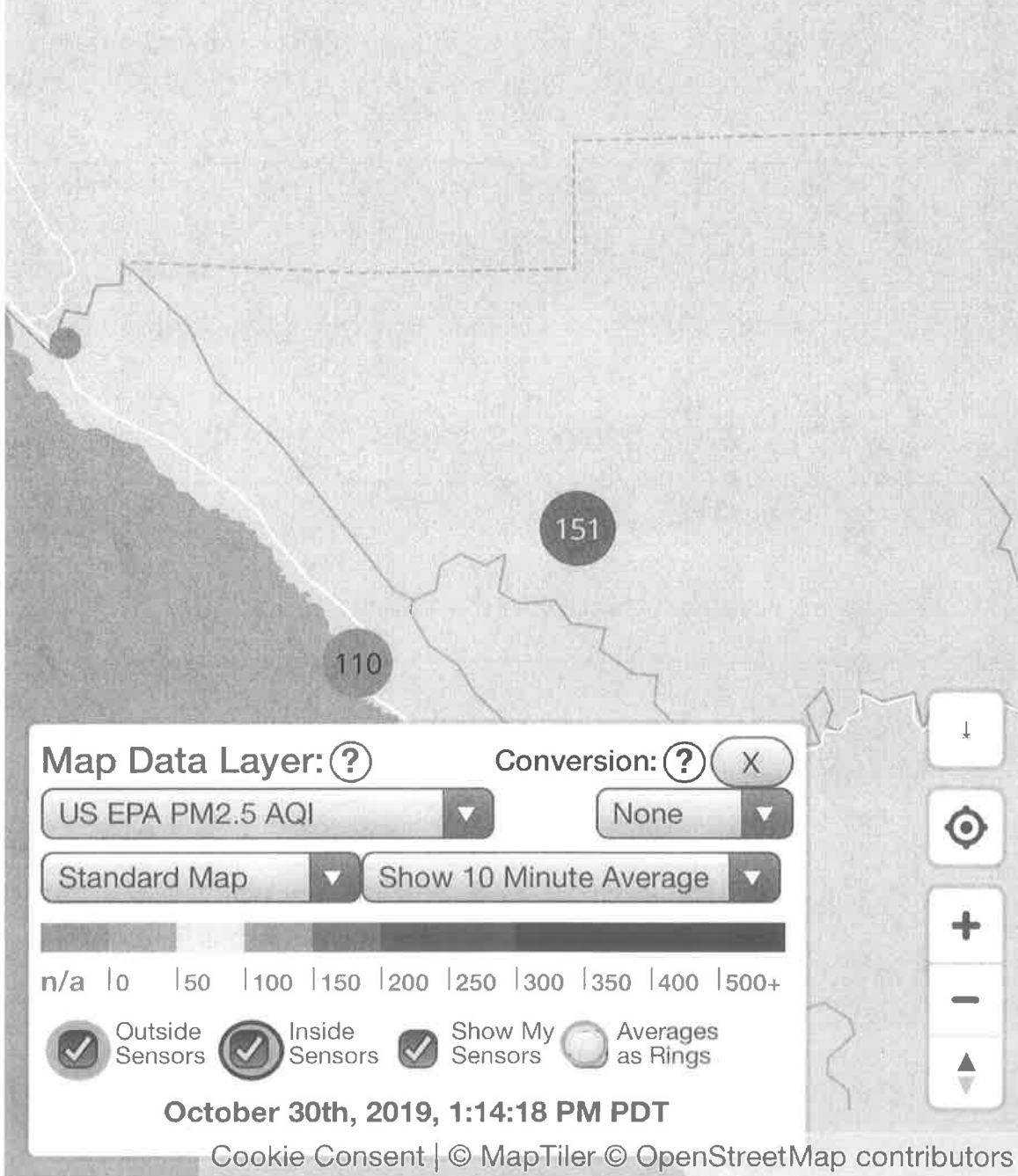
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News Releases

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Update on PG&E Public Safety Power Shutoff for the October 29 Event

Post Date: 10/29/2019 3:55 PM

and sonoma
The County of Mendocino is currently monitoring the scope of the October 29 Pacific Gas and Electric (PG&E) Public Safety Power Shutoff (PSPS) event in Mendocino County. This event is very dynamic, and **the County is dependent on PG&E to provide accurate, updated information that can be shared with the public.**

Mendocino County is still experiencing county-wide outages as part of the PG&E October 29 PSPS event. The weather event is estimated to conclude early tomorrow morning, Wednesday, October 30, and PG&E estimates an "all clear" by 8:00am. Following the "all clear" PG&E staff will begin assessment of the power lines followed by restoration of power. PG&E estimates customers impacted by the October 29 will have power restored by sundown on Friday, November 1. The County will release any updated information on the power outages and re-energization timelines as they become available.

For more information, please contact the Executive Office at 707-234-6030. For updated County information on the public safety power shut off, please visit www.mendocinocounty.org/psps or follow the County on Facebook at <https://www.facebook.com/mendocinocounty> and twitter <https://twitter.com/countymendocino>.

[Return to full list >>](#)

KASHIA UNION ELEMENTARY SCHOOL

MASTER CALENDAR

2019-20

EARLY RELEASE EVERY WEDNESDAY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	Holiday
	Staff Development
	First Day of School
	Emergency Days

HOLIDAYS	
10 Mo.	10

Emergency Days
Friday, March 27
Friday, May 22

TOTAL STUDENT DAYS
180

Board Adoption:

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION		COUNTY	
Kashia Elementary School District		Sonoma	
SCHOOL SITE		SCHOOL TYPE (GRADE LEVELS)	
Kashia Elementary School		K-8	
INSPECTOR'S NAME		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
Frances Johnson		Patti Pomplin	
TIME OF INSPECTION		WEATHER CONDITION AT TIME OF INSPECTION	
November 6, 2019 3:30 p.m.		Clear	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECHANICAL	SEWER		OVERALL CLEANLINESS	PEST/AEROMY INFESTATION		RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
2	Number of "A"s:	2	2	2	2	2	2	2	2	2	2	2	2	2	0	2
	Number of "B"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
	Number of "C"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of "D"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Percent of System in Good Repair Number of "A"s divided by (Total Areas - "NA"s)		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%
Total Percent per Category (average of above)*		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	50.00%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	POOR	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE

93.75%

SCHOOL RATING**

GOOD

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

Marks: ✓ = Good Repair (When filling up the electronic version, please use **ctrl+G**); **D** = Deficiency; **X** = Extreme Deficiency; **NA** = Not Applicable
Use additional sheets as necessary.