

Agenda
Governing School Board
Board Meeting Wednesday, November 9, 2022
4:00 p.m. @ Kashia School District

1. Call to Order Board and Staff/Establishment of Quorum
Glenda Antone _____ Tami Bell _____
Rick Parrish _____ Patti Pomplin _____
Charlene Pinola _____
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 RESIG 2021-22 Public Self Insurer's Annual Report
 - 4.2 SCLS Ethics Training for Local Agency Officials
5. Consent Agenda
 - 5.1 Approval of Minutes from October 24, 2022
 - 5.2 Approval of Warrants for October 2022
 - 5.3 Approval of Facilities Inspection Tool as of 10/26/2022
6. Reports and Communications
 - 6.1 Governing Board Members
 - 6.2 Superintendent
 - 6.3 Business Manager
 - 6.4 PTO
7. Items Scheduled for Information and Discussion
 - 7.1 Review Board Policies
BP 1150 Commendations & Awards
AR 1150 Commendations & Awards
BP 1160 Political Processes
BP 1220 Citizen Advisory Committees
AR 1220 Citizen Advisory Committees
BP 1240 Volunteer Assistance
AR 1240 Volunteer Assistance
BP 1250 Visitors/Outsiders
AR 1250 Visitors/Outsiders
BP 1321 Solicitation of Funds from and By Students
AR 1321 Solicitation of Funds from and By Students
BP 1325 Advertising and Promotion
BP 1330 Use of School Facilities

Kashia School District

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

AR 1330 Use of School Facilities
E 1330 Use of School Facilities
BP 1340 Access to District Records
AR 1340 Access to District Records

- 7.2 Update on Van
- 7.3 Update on Playground

8. Items Scheduled for Discussion and Action

- 8.1 Approve Hiring Full Time Teacher
- 8.2 Approve Hiring Part Time Instructional Aide

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 Hire Employees
- 9.3 1st Interim
- 9.4 Organizational Meeting

10. Adjournment

Next Board Meeting, December 14, 2022

4:00 p.m.

CYNTHIA M. WILKERSON
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0736606



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

October 5, 2022

MEMORANDUM

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

FROM: Cindy Wilkerson, Executive Director

SUBJECT: 2021-22 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2021-22 report.

Member Districts are required to advise their governing board, before December 31, 2022, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$11,712,532 as of June 30, 2022. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

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

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



Public Self Insurers Business Profile - Annual Report

For Fiscal Year 2021-22

September 28, 2022
Redwood Empire Schools Insurance Group
760 Skylane Blvd, Ste 100
Windsor, CA 95492 9742

FORM AR-2 (1-2016)

State of California

Employer

General Information:

Certificate Number

5536

(Period) From

07/01/2021

Period Of Report

Annual

(Period) To

06/30/2022

Master Certificate Holder:

Name

Redwood Empire Schools Insurance Group

Address 1

5760 Skylane Blvd, Ste 100

Address 2

City

Windsor

State of Incorporation

FTIN 68-0019280

State CA Zip 95492 9742

Affiliates:

Subsidiaries Affiliate Certificate Number State

Full Legal Name

- 1) Alexander Valley Union School District
- 2) West Sonoma County Union High School District
- 3) Bellevue Union School District
- 4) Bennett Valley Union School District
- 5) Cloverdale Unified School District
- 6) Cotati-Rohnert Park Unified School District
- 7) Dunham School District
- 8) Gravenstein Union School District
- 9) Liberty School District
- 10) Mark West Union School District
- 11) Montgomery School District
- 12) Oak Grove Union School District
- 13) Old Adobe Union School District
- 14) Rincon Valley Union School District
- 15) Sebastopol Union Elementary School District
- 16) Sonoma County Office of Education
- 17) Sonoma Valley Unified School District
- 18) Twin Hills Union School District
- 19) Waugh School District
- 20) Forestville Union School District
- 21) Wilmar Union School District
- 22) Piner-Olivet Union School District
- 23) Windsor Unified School District
- 24) Santa Rosa Elementary School District
- 25) Santa Rosa High School District

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5536-028

State of California

Subsidiaries: (continued...)

Full Legal Name

- 26) Harmony Union School District
- 27) Petaluma City Union School District
- 28) Petaluma City Joint Union High School District
- 29) Guerneville School District
- 30) Two Rock Union School District
- 31) Cinnabar School District
- 32) Geyserville Unified School District
- 33) Monte Rio Union School
- 34) Fort Ross School District
- 35) Wright Elementary School District
- 36) West Side Union School District
- 37) Horicon School District
- 38) Kenwood Elementary School District
- 39) Roseland School District
- 40) Kashia School District
- 41) West County Transportation Agency
- 42) Redwood Empire School Insurance Group
- 43) Healdsburg Unified School District
- 44) Sebastopol Independent Charter School
- 45) Sonoma Charter School
- 46) Santa Rosa Education Cooperative
- 47) Piner Olivet Charter School
- 48) Live Oak Charter School
- 49) Woodland Star Charter School
- 50) Shoreline Unified School District

Subsidiaries Affiliate Certificate Number State

5536-029
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5536-057
5536-0058

State of California

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

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 12,231

Total Wages and Salaries Paid \$773,054,978

Addressed Correspondence For Related Self-Insurance Matters:

Company Name Redwood Empire Schools' Insurance Group

Title WC Claims Manager

Name Chris Spencer

Fax (707) 836-9479

Phone (707) 836-0779

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

State CA Zip 95492

Address 2 Windsor

City

Web Site

State of California

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP?

No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP?

No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location?

No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities?

No

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities?

Yes

Policy Number

Policy Issue Date

SP4063020

07/01/2021

Insurance Company Name

1) Safety National

Attachment

SP 4063020 CA CERTIFICATE.pdf

Retention Limit

1,000,000.00

No

3) Do you carry an aggregate (stop loss) workers' compensation insurance policy?

State of California

Certification By Authorized Representative:

Company Name Redwood Empire Schools' Insurance Group
Name Chris Spencer
Phone (707) 836-0779
Email Address cspencer@resig.org
Address 1 5760 Skylane Blvd. #100
Address 2
City Windsor

Title WC Claims Manager
Fax (707) 836-9479

State CA **Zip** 95492

Name of Person Legally Responsible for this Electronic Signature:
Chris Spencer (Date/Time of Signature) - 09/28/2022 16:18



Public Self Insurers

Claim Liability - Annual Report

For Period: 07/01/2021 - 06/30/2022

September 28, 2022
REDWOOD EMPIRE SCHOOLS INSURANCE GROUP
5760 Skylane Blvd., Ste 100
Windsor, CA 95492

FORM AR-2 (1-2016)

Claim Liability

State of California

Certificate Holder

Redwood Empire Schools Insurance Group

Report Location Number:

Identification of Location

5536-05-157 A

REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at
SANTA ROSA

From Date- 07/01/2021

To Date- 06/30/2022

CASES AND BENEFITS (to the nearest dollar)

Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2022 reported prior to 2017/18	112	\$4,051,807	\$12,080,676	\$3,701,829	\$8,135,071	\$349,978	\$3,945,605
2) Open and closed Liabilities							
A) All Cases reported in 2017/18	463	\$1,290,047	\$2,315,426	\$950,473	\$1,531,683	\$339,574	\$783,743
2017/18 Cases open	30	\$802,469	\$1,540,883	\$462,895	\$757,140	\$339,574	\$783,743
B) All Cases reported in 2018/19	457	\$994,446	\$1,729,624	\$894,509	\$1,088,998	\$99,937	\$640,626
2018/19 Cases open	30	\$652,919	\$1,178,319	\$552,982	\$537,693	\$99,937	\$640,626
C) All Cases reported in 2019/20	368	\$1,025,597	\$4,129,770	\$757,883	\$2,627,536	\$267,714	\$1,502,234
2019/20 Cases open	35	\$750,450	\$3,681,549	\$482,736	\$2,179,315	\$267,714	\$1,502,234
D) All Cases reported in 2020/21	208	\$1,088,459	\$1,626,176	\$425,810	\$780,985	\$662,649	\$845,191
2020/21 Cases open	47	\$1,019,436	\$1,425,280	\$356,787	\$580,089	\$662,649	\$845,191
E) All Cases reported in 2021/22	467	\$1,233,573	\$2,109,033	\$506,773	\$560,552	\$726,800	\$1,548,481
2021/22 Cases open	221	\$1,143,378	\$1,957,746	\$416,578	\$409,265	\$726,800	\$1,548,481

	\$ Indemnity	\$ Medical
SUBTOTAL	\$2,446,652	\$9,265,880
TOTAL		\$11,712,532
	\$ Indemnity	\$ Medical
	\$915,033	\$2,446,652

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2021/22 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

5) Number of MEDICAL-ONLY Cases Reported in 2021/22

6) Number of INDEMNITY Cases Reported in 2021/22

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

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

9) Number of Fatality Cases Reported In 2021/22

10) (a) Number of FY 2021/22 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2021/22

10) (b) Number of non-FY 2022 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2021/22

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

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

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: CA Open Indemnity-2022.xlsx

273
194
467
311
1
5
7
0
0

Dual Jurisdiction Claims

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

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

Instructions To Claims Administrator For Specific Excess Insurance

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

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

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

Calculation Of Specific Excess Coverage Entry For Annual Reports:

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

\$ 1178521

Files Uploaded

Specific Excess Insurance Policy pages: RESIG Excess Credit Calculation Form 2022.xlsx

Certification

Administrating Agency's Certificate Number 157

Self Administered

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

Agency Name REDWOOD EMPIRE SCHOOLS INSURANCE GROUP
Name Chris Spencer
Phone (707) 836-0779
Email Address cspencer@resig.org
Address 1 5760 Skylane Blvd., Ste 100
Address 2
City Windsor

Fax

State CA Zip 95492

Name of Person Legally Responsible for this Electronic Signature:

Chris Spencer (Date/Time of Signature) -09/28/2022 16:01



A Joint Powers Authority
serving school and college
districts throughout the
state.

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Santa Rosa, CA 95403

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Leah M. Smith
Loren W. Soukup
Erin E. Stagg

Of Counsel
Robert J. Henry
Mark Zotter, Jr.

SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

LEGAL UPDATE

October 11, 2022

To: Superintendents, Member School Districts (K-12)

From: Damara Moore, Senior Associate General Counsel *DM*

Subject: Local Educational Agencies Soon Must Provide Ethics Training
to "Local Agency Officials"
Memo No. 24-2022

On September 13, 2022, Governor Newsom approved Assembly Bill 2158 ("AB 2158"), adding required ethics training, already mandated for some government officials, to the obligations of "local agency officials" of school districts, county offices of education, and charter schools (collectively "local educational agencies" or "LEAs").¹

Effective Date

This obligation will not go into effect for these agencies and their officials until January 1, 2025. Local agency officials should receive ethics training before January 1, 2026, and at least once every two (2) years thereafter. Excluded are officials whose term of office ends before January 1, 2026.²

Who is Required to Take Ethics Training

As of January 1, 2025, LEAs must provide information on training available to meet ethics training requirements to its "local agency officials" at least once annually.

AB 2158 defined "local agency official" as any of the following:

- (1) A member of a local agency legislative body or an elected local agency official who receives any type of compensation, salary, or stipend or

¹ For full bill, see here: https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2158;

² A local agency official who serves more than one local agency shall satisfy the ethics training requirement once every two years without regard to the number of local agencies with which the official serves. (Cal. Gov. Code § 53235.1.)

reimbursement for actual and necessary expenses incurred in the performance of official duties.

(2) An employee designated by a local agency governing body to receive the training specified under this article.

(3) A member of the governing board of a school district, a county board of education, or the governing body of a charter school, whether or not that member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.³

Therefore, policies should be updated by January 1, 2025, to denote any positions the LEA wishes to designate as required to receive ethics training. Furthermore, note that all board members, regardless of whether they receive any compensation for the office they hold, must receive this training.⁴

Content of Training

The training will need to be relevant to the particular officials' public service as well as cover general ethical principles; last a minimum of two hours; and address the following ethics laws, which include, "but are not limited to," the following:

(1) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.

(2) Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

(3) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.

(4) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.⁵

Therefore, LEAs should work with their providers of trainings and their Risk Management consultants to ensure all ethics trainings contain the requisite content listed above, with a focus on applying such laws to matters which might arise within an LEA. Furthermore, if an entity develops curricula to satisfy the requirements of AB 2158, then the Fair Political Practices Commission and the Attorney General must be consulted regarding the sufficiency and accuracy of the proposed course content.⁶

³ Cal. Gov. Code § 53524(c).

⁴ *Id.* See also Cal. Gov. Code § 53235(a).

⁵ Cal. Gov. Code § 53234(d); Cal. Gov. Code § 53235(b)

⁶ When reviewing any proposed course content the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula. (Cal. Gov. Code § 53235.)



The trainings may be multi-part (i.e. the two hour training need not be completed in a single two-hour session) and may be satisfied by self-study materials with tests upon the subject matter. Courses may be taken at home, in-person, or online.⁷

Record Keeping

A provider of training courses to meet these requirements must maintain records that include:

- (1) The dates that local officials satisfied the requirements of this article.
- (2) The entity that provided the training.

The LEA must maintain these records for at least five years after local officials receive the training, and they are subject to Public Records Act requests.⁸

We anticipate that our office and most LEAs' Risk Management consultants will develop training materials and curricula that meet these requirements.

This is a state-mandated program and therefore LEAs are eligible for reimbursement.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

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⁷ Cal. Gov. Code § 53235(d).

⁸ See Cal. Gov. Code § 6250 *et. seq.*

Kashia School District
Minutes
Board Meeting, October 24, 2022

1. Meeting called to order at 4:09 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Rick Parrish, Trustee Charlene Pinola
Staff: Tami Bell, Patti Pomplin
Community: Janet McKinnon, Bia Gayatto
2. Approval of Agenda: Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items – Janet introduced Bia as a local artist with displays at Gualala Arts, who is interested in working with students on Native American art for presentation and/or sales through the art center.
4. Communication – Items Reviewed
4.1 SCOE's Approval Letter for the 2022-23 Adopted Budget was Reviewed
5. Appoint Applicant to School Board Seat – Administer Oath of Office
5.1 Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the board to appoint Coleen McCloud to the vacant board seat beginning in December 2022 at the end of Trustee Pinola's term. The Oath of Office was administered by Superintendent Tami Bell.
6. Consent Agenda
Moved by Trustee Parrish, seconded by Trustee Pinola and passed unanimously by the Board to approve the consent agenda as presented.
6.1 Approve September 14, 2022 Board Minutes
6.2 Approve September 2022 Vendor Warrants
6.3 Approve the Williams Quarterly Report for July to September 2022
6.4 Approve the Updated GANN Limit Resolution #09142022-2 Using the Correct Form
7. Reports and Communications
7.1 Governing Board – Trustee Antone stated that Craig had ordered the correct size door for the teacherage along with mesh and will install those along with lightbulbs in the teacherage; she also asked what the follow up was on the school camera's being activated, and was told this would be followed up with by communications with both Joseph Swain and Ally Tech.
7.2 Superintendent – discussed the visit from the Health Department and the school needing someone with a current food handlers certification - Trustee Antone offered to get this certification; also the concern about school meals on the floor which should be taken care of that new refrigerators have been delivered and installed.

- 7.3 Business Manager – still processing requests from the auditor for completion of the 2021-22 audit; Quan Martin to be at school to finish clean up for fire abatement around campus and the teacherage.
- 7.4 PTO – Coleen, Carmen and Maxine are re-instating the PTO group and have planned a trip to the Pumpkin Patch on Thursday as well as a Halloween cake walk and treat bag for all students.
8. Items Scheduled for Information and Discussion
- 8.1 One Time Grant Revenue Review
Discussion was had concerning the possibility of using some of these funds for van replacement. Also looking at upgrades for the playground.
9. Items Scheduled for Discussion and Action
- 9.1 Adopt Board Policies
Moved by Trustee Pinola, seconded by Trustee Parrish and passed unanimously by the board to adopt the board policies as presented.
- 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 Approved Teacherage Rental Agreement
Moved by Trustee Parrish seconded by Trustee Pinola and passed unanimously by the board to approve the Teacherage Rental Agreement including a \$1,000 deposit, with a term of November 1, 2022 through June 2023 at \$800 per month.
- 9.3 Approved Teacher Hiring Incentive
Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the board to approve the addition of a hiring bonus for a total of \$6,000, \$3,000 to be paid at the end of the 2022/23 school year and \$3,000 to be paid at the end of the 2023/24 school year.
- 9.4 Approval of Hiring Classroom Teacher – Tabled
- 9.5 Approval of Hiring Classroom Instructional Assistant – Tabled
- 9.6 Approval of Budget Updates
Moved by Trustee Antone, seconded by Trustee Pinola and passed unanimously by the board to approve the budget updates as presented

10. Items Scheduled for Future Board Meetings.

- 10.1 Board Policies
- 10.2 1st Interim
- 10.3 Hire New Staff

11. Meeting Adjourned at 5:00

Next Regular Meeting
Wednesday, November 9, 2022

Respectfully submitted: Patti Pomplin

Signed: _____

Glenda Antone, Clerk

Board Report

ReqPay12c

Checks Dated 10/01/2022 through 10/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1921578	10/05/2022	Ally Technology Consulting	01-5840	October tech		1,025.00
1921579	10/05/2022	Kyocera	01-5632	202190		37.70
1921580	10/05/2022	Wells Fargo Vendor Fin Serv	01-5632	450-6654617-007		139.98
1923277	10/12/2022	Employment Development Dept.	01-9555	22/3 94205275	249.37	90.72
1923278	10/12/2022	Pacific Gas & Electric	01-5520	28343238771	16.89	
				93967066411	107.15	
				94383733055		373.41
				1812654333		211.45
1924907	10/19/2022	Recology Sonoma Marin	01-5560			25,616.48
1924908	10/19/2022	Sonoma County Office Of Ed	01-5838	District Administrator		120.00
1926030	10/26/2022	Christina Gonzales	01-5806	classroom assistant		230.44
1926031	10/26/2022	Frontier Communications	01-5911	70778596821013815		19.80
1926032	10/26/2022	Independent Coast Observer	01-5825	open board seat		221.76
1926033	10/26/2022	Kashia Utilities District	01-9515	replace staledated warrant		210.00
1926034	10/26/2022	Laura Rohrman	01-5806	classroom assistant		1,700.00
1926035	10/26/2022	Robert Sibley	01-4310	Loom & Cone Winder		
Total Number of Checks					13	29,996.74

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	13	29,996.74
Total Number of Checks		13	29,996.74
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			29,996.74

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), Nov 1 2022 9:51AM

STATE OF CALIFORNIA
FACILITY INVENTORY TOOL
SCHOOL FACILITY CONDITIONS EVALUATION
(REV 05/09)

Date of Inspection: 10/26/22

School Name: Kashia School District

PART II: EVALUATION DETAIL

CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUNDS/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATEPENCES
AREA															
Classroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
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Marks: ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency; NA = Not Applicable
Use additional Area Lines as necessary.

3:30 p.m.

Category	Count	Percentage	Total Percent per Category
Category 1	10	10%	10%
Category 2	20	20%	20%
Category 3	30	30%	30%
Category 4	40	40%	40%
Category 5	50	50%	50%
Category 6	60	60%	60%
Category 7	70	70%	70%
Category 8	80	80%	80%
Category 9	90	90%	90%
Category 10	100	100%	100%

96.7%	SCHOOL RATING**
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DETERMINE AVERAGE PERCENTAGE OF 30 MIN.

AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE

***For School Rating, apply the Percentage Range below to the

COMMENTS AND RATING EXPLANATION:

Kashia ESD

Board Policy

Commendations And Awards

BP 1150

Community Relations

The Board of Trustees believes that individuals and organizations deserve recognition when they provide contributions or long-standing service to the district. The Board believes that commending such service promotes increased community understanding and participation.

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

The Superintendent/Principal or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 14, 2023, Stewarts Point California

Kashia ESD

Board Policy

Political Processes

BP 1160

Community Relations

The Board of Trustees has a responsibility to actively advocate fiscal and public policy that supports the district's school and the children in the community. To the extent possible, the Board shall be proactive in defining the district's advocacy agenda based on the needs of the district and the direction set forth in the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)

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

Legislation

The Board's responsibility as an advocate for the district may include lobbying at the state and national levels.

Because local governments also make decisions which impact the district's school, the Board and the Superintendent/Principal or designee shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the school.

(cf. 1020 - Youth Services)

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

(cf. 7131 - Relations with Local Agencies)

The Board shall identify issues that will affect its school and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The Superintendent/Principal or designee shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.

In order to strengthen legislative advocacy efforts, the district may work with organizations and

Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure.

For informational purposes, the Superintendent/Principal or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to challenge the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 - Use of School Facilities)

Legal Reference:

EDUCATION CODE

7054 Use of district property

7054.1 Requested appearance

7055 Local rules

7056 Soliciting or receiving political funds

7058 Use of forum

35160 Authority of governing boards

35172 Promotional activities

GOVERNMENT CODE

50023 Attending legislature to support or oppose legislation

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

COURT DECISIONS

Stanson v. Mott, (1976) 17 Cal. 3d 206

Kashia ESD

Board Policy

Citizen Advisory Committees

BP 1220
Community Relations

The Board of Trustees recognizes that citizen advisory committees enable the Board to better understand the interests and concerns of the community.

The Board shall establish citizen advisory committees when required by law, to strengthen the effectiveness of district and school operations, or to enhance student learning. The purpose of any such committees shall be clearly defined and aligned to the district's vision, mission, and goals. The Board may dissolve any advisory committee not required by law when the committee has fulfilled its duties or at any time the Board deems it necessary.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0420 - School Plans/Site Councils)
- (cf. 0420.1 - School-Based Program Coordination)
- (cf. 0430 - Comprehensive Local Plan for Special Education)
- (cf. 2230 - Representative and Deliberative Groups)
- (cf. 3280 - Sale, Lease, Rental of District-Owned Real Property)
- (cf. 5030 - Student Wellness)
- (cf. 6020 - Parent Involvement)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 9130 - Board Committees)

The Superintendent/Principal or designee may establish advisory committees which shall report to him/her in accordance with law, Board policy, and administrative regulation.

Citizen advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent.

The membership of citizen advisory committees should reflect the diversity of the community and represent a diversity of viewpoints.

The Superintendent/Principal or designee shall provide training and information, as necessary, to enable committee members to understand the goals of the committee and to fulfill their role as committee members.

Within budget allocations, the Superintendent/Principal or designee may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

Kashia ESD

Administrative Regulation

Citizen Advisory Committees

AR 1220
Community Relations

Committee Charge

When committees are appointed, committee members shall receive written information including, but not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)

(cf. 3530 - Risk Management/Insurance)

Committees Subject to Brown Act Requirements

The following committees shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation, pursuant to Government Code 54950-54963:

(cf. 0420.1 - School-Based Program Coordination)

2. A school advisory committee established pursuant to Education Code 52176 related to programs for students of limited English proficiency

(cf. 6174 - Education for English Language Learners)

3. A school advisory committee established pursuant to Education Code 54425(b) related to compensatory education

(cf. 6171 - Title I Programs)

4. A district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

(cf. 6175 - Migrant Education Program)

5. A school site council established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education

6. A school committee established pursuant to Education Code 11503 related to parent involvement

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public. Any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Councils or committees violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act. (Education Code 35147; Government Code 6250-6270)

Kashia ESD

Board Policy

Volunteer Assistance

BP 1240

Community Relations

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

(cf. 1000 - Concepts and Roles)

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

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

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

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

(cf. 1020 - Youth Services)

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

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

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

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

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

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

COURT DECISIONS

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

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

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

WEB SITES

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

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

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

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

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

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

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

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

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

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

Volunteer Facilities Projects

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

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

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7140 - Architectural and Engineering Services)

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PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

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

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

Denial of Registration

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

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

(cf. 3515.2 - Disruptions)

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

Appeal Procedure

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

(cf. 1312.1 - Complaints Concerning District Employees)

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on school grounds during school hours and within one hour before school has opened and one hour after school has closed. (Education Code 51520)

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Charitable solicitations

PENAL CODE

319-329 Raffles

REVENUE AND TAX CODE

6361 Sales tax exemption for certain sales

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Management Resources:

CSBA PUBLICATIONS

Healthy Food Policy Resource Guide, 2003

ATTORNEY GENERAL PUBLICATIONS

Guide to Charitable Solicitation, 1999

Attorney General's Guide for Charities, 1988

WEB SITES

Office of the Attorney General: <http://caag.state.ca.us>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

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Kashia ESD

Board Policy

Advertising And Promotion

BP 1325

Community Relations

Limited Open Forum

The Board of Trustees desires to promote positive relationships between the school and the community in order to enhance community support and involvement in the district school. The Superintendent/Principal or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

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

3. Paid advertisements on school property, including but not limited to billboard advertisements

4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications

(cf. 1113 - District and School Web Sites)

5. Products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor.

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.11 - Supplementary Instructional Materials)

Prior to distribution or publication, the Superintendent/Principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy.

7. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent/Principal or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

The Superintendent/Principal or designee may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the school publication staff and adviser in accordance with law and Board policy.

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

48907 Student exercise of free expression

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

COURT CASES

DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958

Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856

Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Lehman v. Shaker Heights, (1974) 418 U.S. 298

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

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Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

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

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

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

WEB SITES

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

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

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7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Board of Trustees

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any

Kashia ESD

Exhibit

Use Of School Facilities

E 1330

Community Relations

STATEMENT OF INFORMATION

KASHIA ELEMENTARY SCHOOL DISTRICT

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

(Signed) (Date)

(organization if applicable)

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49091.10 Parental review of curriculum and instruction

52850 Applicability of article (School-Based Program Coordination Plan availability)

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

COURT DECISIONS

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

State Bar of California: <http://www.calbar.ca.gov>

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(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850)

(cf. 0420.1 - School-Based Program Coordination)

9. Information and data relevant to the evaluation and modification of district plans

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent/Principal or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the general public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

6254)

7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)

11. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

13. Written instructional textbooks or other materials which, when providing a copy, would infringe a copyright or would constitute an unreasonable burden on the operation of the district (65 Ops.Cal.Atty.Gen. 185 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent/Principal or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent/Principal or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent/Principal or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: January 14, 2023, Stewarts Point California

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: 10-13-22 Colleen McCloud

Address: P.O. Box 15 Stewarts Point, CA 95480

Phone Number (s): 707 819-0047

Biographical Information:

1. Occupation: Health Care, Janitor, Consultant
2. Education: GED
3. Public School Related Experience: _____
4. Community Involvement: _____
5. Years of Residence 61 yrs 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.