

Special Agenda –
Governing School Board
Wednesday, June 17, 2020 4:00 p.m.
Office, Kashia School District

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

Glenda Antone _____

Frances Johnson _____

Gene Parrish _____

Charlene Pinola _____

Patti Pomplin _____

2. Approval of Agenda

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

4. Communications

5. Consent Agenda

5.1 Approve May 13, 2020 Board Minutes

5.2 Approve May 2020 Vendor Warrants

6. Reports and Communications

6.1 Governing Board Members

6.2 Superintendent

6.3 Teacher/Aide – None

6.4 Business Manager

6.5 PTO

7. Items Scheduled for Information and Discussion

7.1 First Reading Board Policies

BP 4000 Concepts & Roles

BP 4030 Nondiscrimination in Employment

AR 4030 Nondiscrimination in Employment

BP 4031 Complaints Concerning Discrimination

AR 4031 Complaints Concerning Discrimination

AR 4032 Reasonable Accommodation

AR 4112.5 Criminal Records Check

AR 4112.6 Personnel Files

BP 4112.61 Employment References

AR 4112.61 Employment References

BP 4112.8 Employment of Relatives

AR 4112.9 Employee Notifications

E 4112.9 Employee Notifications

Kashia School District

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

8. Items Scheduled for Discussion and Action
 - 8.1 Adopt 2020-21 Budget
 - 8.2 Approve 2020-21 LCFF
 - 8.3 Approve LCAP Updated Notification
 - 8.4 Approve 2020-21 Excess Minimum Reserves
 - 8.5 Approve 2020-21 EPA Expenditures
9. Items Scheduled for Future Board Meetings
 - 9.1 Board Policies
 - 9.2 Hire New Employees
 - 9.3 Updated Budget
 - 9.4 Unaudited Actuals
 - 9.5 Consolidated Application
10. Adjournment

Next Regular Meeting
Wednesday, August 12, 2020

Kashia School District
Minutes
Board Meeting, May 13, 2020

1. Meeting called to order at 4:16 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Gene Parrish, Trustee Charlene Pinola
Staff: Frances Johnson, Patti Pomplin
Community: None
2. Approval of Agenda: Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication
 - 4.1 J13A Allowance of Attendance Due to Emergency Conditions for October 10, 25, 28-31 and November 1, 2019
 - 4.2 SCOE Approval of 2019-20 Second Interim Report
 - 4.3 Closure of Tribal Lands
 - 4.4 2020-21 EASIE Grant
5. Consent Agenda
Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously to approve the consent agenda as presented.
 - 5.1 Approved Minutes from March 11, 2020
 - 5.2 Approved Warrants from March & April 2020
 - 5.3 Approve Williams Quarterly Report for January to March 2020
 - 5.4 Accept Resignation of Joseph Swain
6. Reports and Communications
 - 6.1 Governing Board – None
 - 6.2 Superintendent – Article in Press Democrat; Tribe bringing food; no Tribe wide internet; non-profit nomination for large grant; video of fish release; masks distributed at Community Center; student work packets were sent home to cover six weeks of school work; reviewing teacher applications; school opening in 2020-21.
 - 6.3 Aide – none.
 - 6.4 Business Manager – discussed ZOOM meetings; hazard mitigation action plan; Mark Silva from SCOE did site walkthrough; working on keeping website current without Joseph.
 - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
 - 7.1 Review Tentative 2020-21 Budget
Budget will be updated with latest information and brought to the June meetings for approval.
 - 7.2 Review 2020-21 LCAP Process

The official LCAP will not be due until December 15, 2020. A parent notification letter will be included in June's board packets.

7.3 Discuss When and How to Reopen

Will follow the directions and guidelines of SCOE set by the County Health Department.

7.4 Discuss PTO ByLaws and Protocol

Reviewed Board Policies AR1240, BP5020, AR1230 and BP1230. Board and Superintendent would like to encourage parents to restart the parent group and are hoping to set up structured days and times to meet. It was suggested every other week on Wednesday's as scheduled days as they were in the past.

8. Items Scheduled for Discussion and Action

8.1 Adopted Reading Board Policies

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

BP1000 Concepts and Roles

BP1020 Youth Services

BP1100 Communication with the Public

BP1112 Media Relations

BP1113 District and School Web Sites

AR1113 District and School Web Sites

BP1230 School Connected Organizations

AR1230 School Connected Organizations

BP1240 Volunteer Assistance

AR1240 Volunteer Assistance

BP1250 Visitors/Outsiders

AR1250 Visitors/Outsiders

BP1260 Educational Relations

8.2 Approve Updated 2020-21 Classified Salary Schedule

Moved by Trustee Parrish, seconded by Trustee Antone and passed unanimously by the board to adopt the multi-year classified salary schedule as attached.

8.3 Approve MOU for Emergency Closure

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the MOU for Emergency Closure as requested by SCOE

8.4 Approve Inter-District Attendance Agreement

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the Sonoma County Office of Education, Inter-District Attendance Agreement effective July 1, 2020.

8.5 Approve 2020-21 School Calendar

Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the board to approve the 2020-21 school calendar which matches Point Arena High School.

8.6 Approve Resolution for Grading During Emergency School Closures

Moved by Trustee Parrish, seconded by Trustee Antone and passed unanimously by the board to approve resolution drafted by SCOE for directives concerning student grading during emergency school closure.

8.7 Approve Budget Updates

Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the board to approve the budget updates as presented.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Public Hearings for 2020-21 Budget, LCAP, LCFF

9.3 Approve 2020-21 Budget

9.4 Approve 2020-21 LCFF

9.5 Approve 2020-21 LCAP to Meet Requirements

9.6 Approve 2020-21 EPA Expenditure Plan

10. Meeting Adjourned at 5:08

Next Meeting
June 10, 2020 Public Hearing Meeting
June 17, 2020 Special Meeting

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 05/01/2020 through 05/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1784713	05/07/2020	George Marrufo	01-4380	wood		17.16
1784714	05/07/2020	Independent Coast Observer	01-5825	ad 3561368		123.60
1784715	05/07/2020	Joseph Swain	01-4310	skype		50.82
1784716	05/07/2020	Coleen McCloud	01-5200	mileage	28.75	
			01-5800	custodial	27.00	
1784717	05/07/2020	News from Native California	01-4350	renewal		55.75
1785568	05/14/2020	Glenda Antone	01-9515	Staledated check #5359753		21.00
1785569	05/14/2020	Gualala Supermarket	01-4390	food		27.70
1785570	05/14/2020	Joseph Swain	01-9515	Staledated check #1750785		123.54
1785571	05/14/2020	Pacific Gas & Electric	01-5520	28343238771	91.94	34.80
				94383733055	41.29	
1785572	05/14/2020	Ray Morgan Company	01-5632	ke02		133.23
1785573	05/14/2020	Recology Sonoma Marin	01-5560	april, may and june		36.65
1785574	05/14/2020	Sonoma County Office Of Ed	01-5817	calpads/aeries support	552.00	376.05
				schools connect fees 2019-20	3,003.00	
1785575	05/14/2020	Wells Fargo Vendor Fin Serv	01-5632	3000927141		3,555.00
1786515	05/21/2020	Kyocera	01-5632	202190		139.65
1786516	05/21/2020	Sonoma County Office Of Ed	01-5838	Project Director		343.57
Total Number of Checks					15	20,378.54
						<u>25,417.06</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	15	25,417.06
Total Number of Checks		15	25,417.06
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>25,417.06</u>

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

Kashia ESD

Board Policy

Concepts And Roles

BP 4000

Personnel

The Board of Trustees recognizes that the success of district students and programs hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

As the legal representative of the district in negotiations with employee representatives, the Board shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

(cf. 4131 - Staff Development)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 4144/4244/4344 - Complaints)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 9000 - Role of the Board)

The Superintendent has primary responsibility for overseeing the district's personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent/Principal or designee.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4111 - Recruitment and Selection)
(cf. 4211 - Recruitment and Selection)
(cf. 4311 - Recruitment and Selection)

The Superintendent/Principal or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by

the Board. The Superintendent/Principal or designee also shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, administrative regulations and/or state or federal law.

(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

The Board recognizes that every employee has a stake in the district's successful operation. The Board encourages all district employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent/Principal or designee shall establish procedures whereby he/she will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Powers of governing board

GOVERNMENT CODE

3540-3549.3 Public education employer-employee relations

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: September 9, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Nondiscrimination In Employment

BP 4030

Personnel

The Board of Trustees prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

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

Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the Superintendent as soon as practical after the incident. Failure of a district employee to report discrimination or harassment may result in disciplinary action.

The Superintendent/Principal or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy and administrative regulation shall be posted in the school office, staff lounge and student government meeting rooms. (5 CCR 4960)

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Superintendent/Principal
35555 Annapolis Rd.
Annapolis, CA 95912
707-886-5322

Other Remedies

An employee may, in addition to filing a discrimination complaint with the district, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960. (Government Code 12960)
2. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)

Employees wishing to file complaints with the DFEH and EEOC should contact the nondiscrimination coordinator for more information.

Legal Reference:

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

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

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
COURT DECISIONS
Carter v. California Department of Veterans Affairs (2003) 2003 Cal.LEXIS 5694
Shephard v. Loyola Marymount (2002) 102 CalApp.4th 837

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors,
June 1999

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans
with Disabilities Act, March, 1999

U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS

Notice of Non-Discrimination, January, 1999

WEB SITES

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>

DFEH: <http://www.dfeh.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: September 9, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Nondiscrimination In Employment

AR 4030
Personnel

Unlawful discrimination or harassment of an individual includes:

1. Slurs, epithets, threats or verbal abuse
2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures
3. Unwelcome jokes, stories, teasing or taunting
4. Any other verbal, written, visual or physical conduct against the individual which:
 - a. Adversely affects his/her employment opportunities, or
 - b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.

(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Any supervisor who receives a discrimination/harassment complaint shall immediately notify the nondiscrimination coordinator or the Superintendent, who shall ensure that the complaint is appropriately investigated in accordance with district policy and regulations.

The Superintendent/Principal or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Complaints Concerning Discrimination In Employment

AR 4031

Personnel

The following procedures shall be used when a district employee or job applicant has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis specified in the district's nondiscrimination policies.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

1. The complaint should be initiated promptly after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The parties also shall be notified of their right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times the district determines appropriate to the circumstances.
5. For the protection of all the parties involved, complaint proceedings shall be kept confidential insofar as appropriate.
6. All documents, communications and records dealing with the investigation of the complaint shall be placed in a confidential district personnel complaint file and not in the employee's individual personnel file.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
7. Time limits specified in these procedures may be revised only by written agreement of all parties involved. If the district fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the

next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Level I

The complainant shall first meet informally with his/her supervisor. A complaint regarding discrimination away from the school site should be discussed informally with the complainant's supervisor. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the supervisor shall prepare, within 10 working days, a written summary of his/her meeting(s) with the complainant. This report shall be made available to the nondiscrimination coordinator (coordinator) designated by the Board of Trustees in BP 4030 - Nondiscrimination in Employment.

Level II

If a complaint cannot be resolved to the satisfaction of the complainant at Level I, he/she may submit a formal written complaint to the coordinator within 10 working days of his/her attempt to resolve the complaint informally. The written complaint shall include the following:

1. The complainant's name, address and telephone number
2. The name and work location of the district staff member who committed the alleged violation
3. A description of the alleged discriminatory act(s) or omission(s)
4. The discriminatory basis alleged
5. A specific description of the time, place, nature, participants in and witnesses to the alleged violation
6. Other pertinent information which may assist in investigating and resolving the complaint
7. The complainant's signature or that of his/her representative

The coordinator shall assign a staff member to assist the complainant with this writing if such help is needed. The coordinator shall respond to the complaint in writing within 10 working days.

The coordinator shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report and all other relevant documents. If a response from third parties is necessary, the coordinator may designate up to 10 additional working days for investigation of the complaint.

Level III

If the matter is not resolved at Level II, either party may file a written appeal to the Board within 10 working days after receiving the Level III response. The Superintendent/Principal or designee shall provide the Board with all information presented at previous levels.

The Board shall grant the hearing request for the next regular Board meeting for which the matter can be placed on the agenda. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

The Board may appoint a hearing panel to review the complaint and previous decisions and make recommendations to the Board. The panel shall hear the appeal and render its decision within 10 working days.

Other Remedies

Complainants may appeal the Board's action to the California Department of Education. The Superintendent/Principal or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them. This information shall be published with the district's nondiscrimination complaint procedures and included in any related notices. (Education Code 262.3)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

GOVERNMENT CODE

12920-12921 Nondiscrimination

12940-12948 Discrimination prohibited; unlawful practices, generally

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2001d-2001d-7 Title VI, Civil Rights Act of 1964

2001e-2001e-17 Title VII, Civil Rights Act of 1964 as amended

2001h-2-2001h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, March, 1999

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Reasonable Accommodation

AR 4032
Personnel

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 29 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (29 CFR 1630.2)

Reasonable accommodations that an employer may need to provide in connection with modifications to the work environment or adjustments in how and when a job is performed that enable an individual with a disability to enjoy equal employment opportunities include, but are not limited to: (29 CFR 1630.2)

1. Making existing facilities accessible and usable
2. Restructuring the job duties
3. Offering part-time or modified work schedules
4. Acquiring or modifying equipment or devices
5. Changing tests, training materials or policies
6. Providing qualified readers or interpreters
7. Reassigning the employee to a vacant position

Qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position. (29 CFR 1630.2)

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that a specific reasonable accommodation would cause significant difficulty or expense. A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

1. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
2. The overall financial resources of the facility making the reasonable accommodation, the number of persons employed at this facility, the effect on expenses and resources of the facility, or the impact on the operations of the facility
3. The overall financial resources, size, number of employees, and the number, type and location of facilities of the district
4. The type of operation of the district, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation
5. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.

Requests for Reasonable Accommodation

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

When requesting reasonable accommodation, the employee or employee's representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition.

When requesting reasonable accommodation during the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation for the process.

When the disability and/or the need for accommodation is not obvious, the coordinator may ask

the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being

sought about the employee's condition, the employee's functional limitations and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the district to submit a list of specific questions to the health care or vocational professional.

If the documentation submitted by the employee does not specify the existence of a qualifying disability and explain the need for reasonable accommodation, the district may require the employee to submit to an examination by a health care professional selected and paid for by the district.

Upon receiving a request to reasonably accommodate a qualified employee with a disability, the coordinator shall:

1. Determine the essential functions of the job
2. Engage in an informal, interactive process with the employee to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential means for providing accommodation, and assess their effectiveness
3. Develop a plan for reasonable accommodation which is effective and allows the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment and does not impose undue hardship on the district

To qualify for a job, an individual shall not pose a significant risk of substantial harm to himself/herself or others in the workplace which cannot be eliminated or reduced by reasonable accommodation. (29 CFR 1630.2)

The determination of whether an individual poses a significant risk of substantial harm to himself/herself or others shall be made on a case-by-case basis and shall be based on objective, factual evidence, taking into consideration the duration of the risks, the nature and severity of the potential harm, the likelihood that the potential harm will occur and the imminence of potential harm. (29 CFR 1630.2)

The coordinator may confer with the district's medical advisor and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

The coordinator shall take steps to ensure the confidentiality of information related to medical conditions.

Appeal Process

Any appeal for reasonable accommodation shall be considered a complaint concerning

discrimination in employment and may be taken to the Board of Trustees in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Direct threat

COURT DECISIONS

Colmenares v. Braemar Country Club, Inc., 2003 Cal.LEXIS 1131

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S., 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

EEOC: <http://www.eeoc.gov>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Administrative Regulation

Criminal Record Check

AR 4112.5
Personnel

Applicants for Employment

The Superintendent/Principal or designee shall ensure that each person to be employed submits fingerprints, either electronically through the Live Scan system or on fingerprint identification cards, for processing by the Department of Justice. If the district is using the Live Scan system, the Superintendent/Principal or designee shall also provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

The Superintendent/Principal or designee shall ensure that no person is hired in a position requiring certification qualifications or supervising positions requiring certification qualifications who has been convicted of a violent or serious felony as listed in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 44830.1)

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)

However, a certificated employee may be hired by the district, without obtaining a criminal record summary, if that employee became a permanent employee of another school district as of October 1, 1997. (Education Code 44830.1)

(cf. 4121 - Temporary/Substitute Personnel)

Temporary Certificate of Clearance

Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the Superintendent/Principal or designee shall obtain a criminal record summary from the Department of Justice. The Superintendent/Principal or designee shall not issue a temporary certificate of clearance if the applicant has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon. (Education Code 44332, 44332.5, 44332.6)

The Superintendent/Principal or designee may issue a temporary certificate of clearance without obtaining a criminal record summary to an employee currently and continuously employed by a district within the county who is serving under a valid credential and has applied for a renewal of that credential or for an additional credential. (Education Code 44332.6)

The Superintendent/Principal or designee may issue a temporary certificate of clearance to a person who has been convicted of a serious felony that is not also a violent felony, if that person can prove to the sentencing court of the offense in question, by clear and convincing evidence, that he/she has been rehabilitated for the purposes of school employment for at least one year. (Education Code 44332.6)

Subsequent Arrest Notification

The Superintendent/Principal or designee shall request subsequent arrest notification from the Department of Justice as provided under Penal Code 11105.2. (Education Code 44830.1)

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

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Current Employees

The Superintendent/Principal or designee shall not retain in employment any current certificated employee who is a temporary employee, substitute employee or probationary employee serving before March 15 of the employee's second probationary year if he/she has been convicted of a violent or serious felony. (Education Code 44830.1)

Upon notification by the Department of Justice of such conviction, the Superintendent/Principal or designee shall immediately place that employee on leave without pay. (Education Code 44830.1)

When the district receives written electronic notification of the fact of conviction from the Department of Justice, the Superintendent/Principal or designee shall terminate that employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 44830.1)

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent/Principal or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement. (Education Code 44830.1)

Legal Reference:

EDUCATION CODE

44010 Sex offense

44332 Temporary certificate

44332.5 Registering certificates by certain districts

44332.6 Criminal record check, county board of education

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

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Certificated employees; interagency agreement
44836 Conviction of a sex offense
45122.1 Classified employees, conviction of a violent or serious felony
45125 Use of personal identification cards to ascertain conviction of crime
45125.01 Classified employees; interagency agreements
45125.5 Automated records check
45126 Duty of Department of Justice to furnish information
PENAL CODE
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
11105.2 Subsequent arrest notification
CODE OF REGULATIONS, TITLE 11
703 Release of criminal offender record information
708 Destruction of criminal offender record information

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: <http://www.caag.state.ca.us/app>

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
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Kashia ESD

Administrative Regulation

Personnel Files

AR 4112.6
Personnel

The Superintendent/Principal or designee shall maintain personnel files for all current employees. All personnel files are confidential and shall be available only to the employee, persons authorized by the employee and those authorized by the Superintendent/Principal or designee. Official employee files shall be maintained at the district office. The Superintendent/Principal or designee shall determine the types of information to be included and shall process all material to be placed in a personnel file.

(cf. 4141/4241 - Collective Bargaining Agreement)

The contents of all personnel files shall be kept in strict confidence by any authorized reviewer.

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unfiled overnight.

Placement of Material in Personnel Files

Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date of placement.

When an employee is asked to sign any material that is to be placed in his/her file, it is with the understanding that his/her signature signifies only that he/she has read the material and does not necessarily indicate agreement with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent/Principal or designee.

A certificated employee may initiate a written reaction or response to his/her performance evaluation and that response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4115 - Evaluation/Supervision)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The

employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her own comments and have them attached to the derogatory statement. (Education Code 44031)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

File Review by Employee

The contents of personnel records relating to the employee's performance or to any grievance concerning the employee shall be made available to the employee at reasonable intervals and at reasonable times. The Superintendent/Principal or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Labor Code 1198.5; Education Code 44031)

The Superintendent/Principal or designee shall do one of the following: (Labor Code 1198.5)

1. Keep a copy of each employee's personnel records at the place where the employee reports to work
2. Make the employee's personnel records available at the place where the employee reports to work within a reasonable period of time following an employee's request
3. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

Any employee wishing to inspect his/her personnel record shall contact the Superintendent/Principal or designee.

With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Noncredentialed employees shall have access to any numerical scores obtained as result of written examinations. (Education Code 44031)

The Superintendent/Principal or designee shall not be required to make available to the employee: (Labor Code 1198.5, Education Code 44031)

1. Records relating to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

The employee may be accompanied by a representative of the employee's choice while reviewing the record.

Inspection shall take place in the presence of the Superintendent/Principal or designee. All reviews of personnel records shall be recorded, including the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records. Requests for copies of material in a personnel record must be made in writing.

File Review by Management and Board

Management personnel or district legal counsel with a valid "right to know" or "need to know" may, with the Superintendent/Principal or designee's authorization, review an employee's personnel file.

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

Board members are not individually allowed to request and access personnel files but the Board may request pertinent information from an employee's file in cases of personnel action.

Legal Reference:

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

3305-3306 District police officers; personnel files

6254.3 Disclosure of home address and phone number

LABOR CODE

1198.5 Inspection of personnel files

PENAL CODE

11165.14 Report of investigation of child abuse complaint
CODE OF REGULATIONS, TITLE 5
16020-16022 Records, general provisions
16023-16027 Retention of records
ATTORNEY GENERAL OPINIONS
Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Employment References

BP 4112.61

Personnel

The Superintendent/Principal or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees must be approved by the Superintendent/Principal or designee.

At his/her discretion, the Superintendent/Principal or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful and complete account of the employee's job performance and qualifications.

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

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

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

Kashia ESD

Administrative Regulation

Employment References

AR 4112.61

Personnel

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR, Section 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR, Section 80332)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Board Policy

Employment Of Relatives

BP 4112.8

Personnel

The Board of Trustees desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 9270 - Conflict of Interest)

The Board prohibits the appointment of any person to a position for which his/her relative maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of his/her relatives.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

For purposes of this policy, relative includes the individual's spouse, domestic partner, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse or domestic partner.

In addition, the Superintendent/Principal or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee with whom he/she maintains a personal relationship when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other district employees or (2) a conflict of interest for the individuals involved which is greater because of their relationship than it would be for another person.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.

Legal Reference:
EDUCATION CODE

35107 School district employees

FAMILY CODE

297-297.5 Rights, protections, benefits under the law; registered domestic partners

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 2

7292.0-7292.6 Marital status discrimination, especially:

7292.5 Employee selection

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

Kashia ESD

Administrative Regulation

Employee Notifications

AR 4112.9
Personnel

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse
(cf. 5141.4 - Child Abuse Prevention and Reporting)
2. Oath or affirmation of allegiance required of public employees
(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
3. Hepatitis B vaccine declination
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
4. The district's school bus driver drug and alcohol testing policy, regulations and related information
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
5. Notice of release from position requiring an administrative or supervisory credential
(cf. 4313.2 - Demotion/Reassignment)
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek
(cf. 4212 - Appointment and Conditions of Employment)
7. Information about certificated employee membership in the State Teachers' Retirement System

Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace

(cf. 4020 - Drug and Alcohol-Free Workplace)

2. The district's nonsmoking policy

(cf. 3513.3 - Tobacco-Free Schools)

3. Prohibition of sexual harassment

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

4. The certificated employee's employment status and salary

(cf. 4112.1 - Contracts)

5. State disability insurance rights and benefits

(cf. 4154/4254/4354 - Health and Welfare Benefits)

6. Certificated employee evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

7. Requirements and information pertinent to emergency teaching or specialist permit applicants

(cf. 4112.2 - Certification)

8. Notice of layoff

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

9. Derogatory information to be placed in personnel file

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

10. Exhaustion of classified employee's paid leave

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

11. Notice of charges related to disciplinary action

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

12. Notice of intention to dismiss

(cf. 4118 - Suspension/Disciplinary Action)

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

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

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

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

22455.5 STRS information to potential members

22515 Irrevocable election to join STRS

44031 Personnel file contents, inspection

44663 Evaluation and assessment; copy to certificated employee

44916 Written statement of employment status

44940.5-44941 Notification of suspension and intent to dismiss

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified

44955 Reduction in number of employees

45113 Notification of charges

45117 Notice of layoff

45169 Employee salary data

45192 Industrial and accident leave

45195 Additional leave

49079 Notification to teacher

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

PENAL CODE

11166.5 Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

2613 Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

80026.1 Information to applicants

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020 Stewarts Point, California

Kashia ESD

Exhibit

Employee Notifications

E 4112.9

Personnel

Note: The following exhibit lists notices which the law requires be provided to employees. Unless otherwise indicated, code numbers below refer to Education Code sections.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11023
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule
Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on year-round program

When/Whom to Notify: To all employees, prior to implementing block schedule
Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on block schedule

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3 BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When/Whom to Notify: To all employees
Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment
Legal Code: Government Code 3102
Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3
Subject: Oath or affirmation of allegiance required of public employees

When/Whom to Notify: To all employees
Legal Code: Government Code 8355; 41 USC 8102
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, and annually thereafter
Legal Code: Health and Safety Code 1797.796
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds
Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees
Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: AR 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, including methods to prevent exposure

When/Whom to Notify: To covered employees and former employees
Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: Upon employment or by end of first pay period
Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons

Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Legal Code: 2 CCR 11096, 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees and job applicants

Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, BP 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: Annually to all employees

Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction

When/Whom to Notify: To certificated employees

Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation
Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request to notify district of intent to remain in service for the following school year; copy of law

When/Whom to Notify: To certificated employees upon employment
Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment
Legal Code: Education Code 44929.21
Board Policy/Administrative Regulation #: AR 4117.6
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause
Legal Code: Education Code 44934
Board Policy/Administrative Regulation #: AR 4117.4, AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct
Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice

When/Whom to Notify: To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees
Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4117.4
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15

Legal Code: Education Code 44948.5

Board Policy/Administrative Regulation #: AR 4117.4

Subject: Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released

Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when student engages in or is reasonably suspected of specified acts

Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

When/Whom to Notify: To teachers when school is identified for Title I program improvement restructuring

Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: AR 0520.2

Subject: School identified for restructuring opportunity to comment and participate

III. To Classified Employees

When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

When/Whom to Notify: To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to be renewed

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least one per year thereafter

Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Legal Code: 49 CFR 382.601

Board Policy/Administrative Regulation #: BP 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

When/Whom to Notify: Prior to placing derogatory information in personnel file

Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: Notice or training to employee with access to confidential information

Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one day of work-related injury or victimization of crime at workplace

Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: Within five days of employee's request for family care and medical leave

Legal Code: 2 CCR 11049, 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Whether or not employee is eligible for FMLA leave

When/Whom to Notify: To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter

Legal Code: 8 CCR 3204, 5193

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substance in the work area, upon initial assignment and when new hazard is introduced into work area

Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequence of failure to meet obligations

When/Whom to Notify: Within five days of receiving information to determine if leave qualifies for FMLA

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

Original Budget 06/17/2020
Narrative

1. Kashia will remain a necessary small school
2. Enrollment is estimated to be approximately 12 students
3. ADA (Average Daily Attendance) is estimated at 9

Revenues:

1. 80xx - State Aid is budgeted at 7.92% reduction – State budget not approved as of board packet preparation and expect this number to be adjusted at the 45 day budget updates
2. 80xx - Property taxes budgeted with a 2% increase
3. 81-83xx - Federal revenue decreased slightly due to Impact Grant amount not set
4. 85-87xx - Local revenue budgeted at 2019-20 estimated amounts

Expenditures:

1. 1xxx - One full time classroom teacher at Step 1
 2. 1xxx - One .4 FTE (two day a week) RSP (special education teacher)
 3. 2xxx - One 4 hour per day classroom aide
 4. 2xxx - One hour and a half per day custodian
 5. 2xxx - One hour and a half per day food service
 6. 2xxx – Supplemental business manager
 7. 2xxx – Board Stipends
 8. 3xxx – Payroll benefits at 2019-20 rates
 9. 3xxx – STRS at 16.15% (16.02 in 21/22; 18.1 in 22/23; 18.1 in 23/24)
 10. 3xxx – PERS at 20.7% (22.84 in 21/22; 25.5 in 22/23; 26.2 in 23/24)
 11. 3xxx – Medical capped at RESIG's lowest rate for EE only
 12. 4xxx – Decreased due to one-time expenditures in 2019-20
 13. 5xxx – Superintendent/Principal services from SCOE
 14. 5xxx – Decrease RSP travel
 15. 5xxx – Other utilities and services budgeted at 2019-20 levels
 16. 6xxx – No Capital Outlay projects expected in 2020-21
-

ANNUAL BUDGET REPORT:
July 1, 2020 Budget Adoption

Insert "X" in applicable boxes:

☒ x

This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

☒ x

If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Public Hearing:

Place: Kashia School District
Date: June 01, 2020

Place: Kashia School District
Date: June 10, 2020
Time: 04:00 PM

Adoption Date: _____

Signed: _____

Clerk/Secretary of the Governing Board
(Original signature required)

Contact person for additional information on the budget reports:

Name: Patti Pomplin

Telephone: 707-321-5849

Title: Business Manager

E-mail: ppomplin@kashiaesd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.		X

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.		X
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.	X	
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.	X	
7	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	n/a	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
9	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?	X	

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2019-20) annual payment?		X
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, are they lifetime benefits?	n/a	
		• If yes, do benefits continue beyond age 65?	n/a	
		• If yes, are benefits funded by pay-as-you-go?	n/a	
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation)?	X	
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)	X	
		• Classified? (Section S8B, Line 1)	X	
		• Management/supervisor/confidential? (Section S8C, Line 1)	n/a	
S9	Local Control and Accountability Plan (LCAP)	• Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?		X
		• Adoption date of the LCAP or an update to the LCAP:	Jun 17, 2020	
S10	LCAP Expenditures	Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?		X

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	

ADDITIONAL FISCAL INDICATORS (continued)			No	Yes
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

Description			2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Resource Codes	Object Codes	Total Fund col. A + B (C)	Unrestricted (A)	Restricted (B)	Unrestricted (D)	
A. REVENUES									
1) LCFF Sources									

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			70,054.00	0.00	70,054.00	2,163.00	0.00	2,163.00	-96.9%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	248,781.00	0.00	248,781.00	318,835.00	0.00	318,835.00	28.2%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments			248,781.00	0.00	248,781.00	318,835.00	0.00	318,835.00	28.2%
c) As of July 1 - Audited (F1a + F1b)		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Other Restatements			248,781.00	0.00	248,781.00	318,835.00	0.00	318,835.00	28.2%
e) Adjusted Beginning Balance (F1c + F1d)			318,835.00	0.00	318,835.00	320,998.00	0.00	320,998.00	0.7%
2) Ending Balance, June 30 (E + F1e)									
Components of Ending Fund Balance									
a) Nonspendable		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revolving Cash		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Restricted									
b) Committed		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stabilization Arrangements		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments									
d) Assigned		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Assignments									
e) Unassigned/Unappropriated		9789	69,000.00	0.00	69,000.00	70,000.00	0.00	70,000.00	1.4%
Reserve for Economic Uncertainties		9790	249,835.00	0.00	249,835.00	250,998.00	0.00	250,998.00	0.5%
Unassigned/Unappropriated Amount									

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Revenue Limit = LCFF	8011 \$ 56,015	\$ 66,724	\$ 64,973	\$ 78,643	\$ 87,101	\$ 71,000	\$ 67,275	\$ 67,275	\$ 67,275
EPA	8012 \$ 28,602	\$ 22,894	\$ 21,135	\$ 9,617	\$ 10,354	\$ 8,371	\$ 6,036	\$ 4,036	\$ 2,036
Taxes	8041 \$ 95,328	\$ 98,064	\$ 94,716	\$ 98,978	\$ 98,354	\$ 100,029	\$ 102,030	\$ 104,030	\$ 106,030
Misc	80xx \$ 571	\$ -	\$ -	\$ 7,422	\$ 7,363	\$ 7,671	\$ 7,670	\$ 7,670	\$ 7,670
TOTAL REVENUE LIMIT	\$ 180,516	\$ 187,682	\$ 180,824	\$ 194,660	\$ 203,172	\$ 187,071	\$ 183,011	\$ 183,011	\$ 183,011
M&O Impact Grant	8110 \$ 81,381	\$ 34,537	\$ 52,790	\$ 156,357	\$ 90,964	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Misc	8181 \$ 6,764	\$ -	\$ 283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title II	8290 \$ 700	\$ 479	\$ -	\$ 573	\$ 503	\$ 200	\$ 200	\$ 200	\$ 200
Indian Ed	8290 \$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
REAP	8290 \$ 30,715	\$ 19,416	\$ 16,788	\$ 16,546	\$ 18,625	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
TOTAL FEDERAL	\$ 119,560	\$ 58,432	\$ 73,861	\$ 179,420	\$ 114,092	\$ 96,200	\$ 96,200	\$ 96,200	\$ 96,200
Mandated Costs	8550 \$ 8,543	\$ 3,214	\$ 1,228	\$ 2,024	\$ 308	\$ 300	\$ 300	\$ 300	\$ 300
STRS/PERS - On- Behalf	8590 \$ 2,902	\$ 3,693	\$ 4,417	\$ 10,248	\$ 5,367	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
Lottery	8560 \$ 2,818	\$ 1,682	\$ 807	\$ 2,669	\$ 1,094	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Misc	85xx \$ 1,470	\$ 19,162	\$ 6,452	\$ 2,071	\$ 25	\$ 2,300	\$ 6,300	\$ 6,300	\$ 6,300
TOTAL STATE	\$ 15,733	\$ 27,751	\$ 6,452	\$ 17,012	\$ 6,794	\$ 2,300	\$ 6,300	\$ 6,300	\$ 6,300
Interest	8660 \$ 819	\$ 2,054	\$ 3,978	\$ 8,319	\$ 4,675	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Misc (pre-sch, bus, grant**)	8699 \$ 8,592	\$ 9,167	\$ 3,770	\$ 7,554	\$ 2,810	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Van	8699 \$ 11,367	\$ 10,795	\$ 10,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RSP Pass Through	8792 \$ 59,267	\$ 90,659	\$ 31,709	\$ (38,045)	\$ 100,015	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL LOCAL	\$ 80,045	\$ 112,675	\$ 49,871	\$ (22,172)	\$ 107,500	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
TOTAL REVENUES	\$ 395,854	\$ 386,540	\$ 311,731	\$ 368,868	\$ 431,558	\$ 393,571	\$ 393,511	\$ 393,511	\$ 393,511

ADA

2013-14 = 6.86

2014-15 = 13.37

2015-16 = 13.23

2016-17 = 7.32

2017-18 = 9.41

2018-19 = 9.59

2019-20 = 10.19

2020-21 = 9

2021-22 = 9

10-Jun-20

P1 ADA = 11.14 but enrollment dropped to 11 students from 12.

*Continue as necessary small school

*Enrollment fluctuations due to families moving in and out of district we are keeping a watchful eye.

*Federal grants and processes are being completed to ensure highest level of income in future years

*REAP grants are now processed online and are now required annually, business manager working on process

PTO and Tribal are working together to provide a grant for student events

*New grants are being explored by Superintendent

*Special education budgeted at SELPA estimates, program being developed, using a retired substitute

*Van revenue discontinued and services reverted to high school

** 2018-19 Revenue for SELPA pass-through, recaptured for 2015/16 - 2017/18

** \$12xxx prior year amount owed to SELPA is under review and should be cleared by year end.

2020/21 estimated 7.92% reduction to State Aid per Governor's budget, did not pass Senate - will be adjusted

Title		<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Certificated Payroll 1xx										
RSP Sub		\$ 19,080	\$ -	\$ -	\$ 22,187	\$ 1,591	\$ 22,435	\$ 23,085	\$ 23,758	\$ 24,431
Sub/Cultural Ed		\$ -	\$ -	\$ 5,550	\$ 2,793	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1
Teacher	BA+60	\$ -	\$ 53,394	\$ 52,696	\$ 51,511	\$ -	\$ 47,537	\$ 48,249	\$ 49,056	\$ 50,478
TOTAL Certificated		\$ 19,080	\$ 53,394	\$ 58,246	\$ 76,491	\$ 1,591	\$ 70,972	\$ 72,334	\$ 73,814	\$ 75,909
Classified Payroll										
Aides	21xx	\$ 53,774	\$ -	\$ -	\$ -	\$ 27,595	\$ 14,688	\$ 15,586	\$ 16,483	\$ 16,972
Van Driver/ <u>Stipend</u>	22/29xx	\$ 10,186	\$ 6,648	\$ 3,630	\$ -	\$ 12,579	\$ -	\$ -	\$ -	\$ -
Maint/Custodian	22xx	\$ 2,073	\$ -	\$ -	\$ -	\$ 1,720	\$ 5,508	\$ 6,000	\$ 6,500	\$ 6,500
Business Manager	23xx	\$ 6,345	\$ 22,980	\$ 20,535	\$ 22,380	\$ 24,200	\$ 24,200	\$ 24,200	\$ 24,200	\$ 24,200
Cultural Ed/Intervent	29xx	\$ -	\$ -	\$ 77	\$ 5,175	\$ 1,926	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Food Service	29xx	\$ -	\$ -	\$ 866	\$ -	\$ 1,620	\$ 4,131	\$ 4,500	\$ 4,800	\$ 4,800
Board Stipend	295x	\$ 720	\$ 709	\$ 930	\$ 960	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL Classified		\$ 73,095	\$ 30,337	\$ 26,038	\$ 28,515	\$ 70,640	\$ 54,327	\$ 56,086	\$ 57,783	\$ 58,272
STRS/PERS On Behalf										
Certificated Benefits	5.00%	\$ 2,902	\$ 3,670	\$ 4,369	\$ 10,248	\$ 5,367	\$ 1,000	\$ 5,700	\$ 6,000	\$ 6,200
		\$ 2,330	\$ 4,291	\$ 2,424	\$ 9,345	\$ 80	\$ 2,530	\$ 3,616	\$ 3,690	\$ 3,795
STRS		\$ -	\$ 6,522	\$ 7,604	\$ 10,002	\$ -	\$ 11,300	\$ 11,587	\$ 13,360	\$ 13,740
Classified Benefits	10.50%	\$ 7,938	\$ 2,984	\$ 2,321	\$ 2,637	\$ 6,706	\$ 5,104	\$ 5,889	\$ 6,067	\$ 6,119
PERS		\$ 5,590	\$ 3,192	\$ 3,189	\$ 4,043	\$ 9,282	\$ 8,866	\$ 12,810	\$ 14,735	\$ 15,267
Medical		\$ 26,194	\$ -	\$ -	\$ -	\$ 5,908	\$ 17,000	\$ 17,850	\$ 18,743	\$ 19,679
TOTAL Benefits		\$ 44,954	\$ 20,659	\$ 19,907	\$ 29,830	\$ 27,343	\$ 45,800	\$ 57,452	\$ 62,595	\$ 64,800
Books										
Classroom	421x	\$ -	\$ -	\$ -	\$ 2,861	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Misc-PE/Grad/Trip	431x	\$ 4,043	\$ 9,906	\$ 7,995	\$ 5,099	\$ 6,630	\$ 6,494	\$ 6,500	\$ 6,500	\$ 6,500
Computer Software	434x	\$ -	\$ 100	\$ -	\$ 994	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Office	435x	\$ 1,668	\$ 225	\$ 1,425	\$ 3,180	\$ 5,639	\$ 1,000	\$ 1,500	\$ 2,000	\$ 2,000
Janitorial	435x	\$ 400	\$ 686	\$ 187	\$ 1,077	\$ 1,100	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000
Van	436x	\$ 4,271	\$ 3,598	\$ 4,819	\$ 404	\$ 1,300	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Maintenance	438x	\$ -	\$ 5,177	\$ 1,230	\$ 312	\$ 250	\$ 2,150	\$ 2,000	\$ 2,000	\$ 2,000
Food Service	439x	\$ 278	\$ 925	\$ 637	\$ 2,434	\$ 3,060	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
MISC/PTO	439x	\$ (4,000)	\$ 543	\$ 1,447	\$ 1,226	\$ 1,450	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Small Equip	44xx	\$ 650	\$ 491	\$ 1,447	\$ 3,975	\$ 5,700	\$ 600	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL Supplies		\$ 7,310	\$ 22,651	\$ 18,988	\$ 21,562	\$ 25,129	\$ 18,744	\$ 21,200	\$ 21,700	\$ 21,700

<u>Title</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Travel	\$ 866	\$ 479	\$ 1,206	\$ 2,107	\$ 3,196	\$ 2,850	\$ 3,000	\$ 3,000	\$ 3,000
Dues	\$ -	\$ -	\$ -	\$ -	\$ 330	\$ 350	\$ 350	\$ 350	\$ 350
Insurance	\$ 848	\$ 836	\$ 1,269	\$ 1,240	\$ 1,806	\$ 2,000	\$ 2,000	\$ 2,200	\$ 2,400
Utilities	\$ 12,748	\$ 12,810	\$ 11,237	\$ 11,275	\$ 11,300	\$ 14,300	\$ 14,300	\$ 14,300	\$ 14,300
Repairs	\$ 3,385	\$ 456	\$ 1,283	\$ 313	\$ 2,000	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,000
Recess	\$ -	\$ 1,832	\$ 864	\$ 1,673	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 1,216	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier	\$ 1,038	\$ 1,866	\$ 2,586	\$ 1,870	\$ 3,700	\$ 3,300	\$ 3,400	\$ 3,600	\$ 3,600
Custodian	\$ -	\$ 2,051	\$ 1,781	\$ 394	\$ 2,000	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000
MiscVan	\$ 172	\$ 2,859	\$ 2,919	\$ 1,248	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
MiscFood	\$ 695	\$ 1,230	\$ 1,835	\$ 1,779	\$ 1,350	\$ 500	\$ 500	\$ 500	\$ 500
Board	\$ 350	\$ -	\$ -	\$ 352	\$ 270	\$ 300	\$ 300	\$ 300	\$ 300
Maintenance	\$ 2,768	\$ 6,540	\$ 5,765	\$ 10,173	\$ 6,500	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500
DP	\$ 2,558	\$ 3,188	\$ 4,406	\$ 3,690	\$ 4,100	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Legal	\$ 3,313	\$ 2,401	\$ -	\$ 5,902	\$ 1,230	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Advertisement	\$ 172	\$ 96	\$ 226	\$ 348	\$ 1,400	\$ 500	\$ 500	\$ 500	\$ 500
Audit	\$ 10,500	\$ 22,800	\$ 14,350	\$ 14,250	\$ 14,504	\$ 15,000	\$ 15,000	\$ 15,500	\$ 15,500
Fiscal Services	\$ 12,457	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrator	\$ 81,066	\$ 110,401	\$ 109,291	\$ 114,142	\$ 122,271	\$ 124,000	\$ 126,000	\$ 128,000	\$ 130,000
Tech	\$ 2,867	\$ 9,859	\$ 1,842	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Prof Serv/Lang/Nurse	\$ 4,000	\$ 1,150	\$ -	\$ 850	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Alarm	\$ 1,669	\$ 1,350	\$ 1,312	\$ 990	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
RSP	\$ -	\$ 959	\$ 6,046	\$ 2,728	\$ 29,810	\$ 16,665	\$ 16,000	\$ 16,000	\$ 16,000
Class Assist	\$ -	\$ 1,369	\$ 1,092	\$ 727	\$ 1,893	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ 2,588	\$ 2,626	\$ 2,182	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Intervention	\$ -	\$ -	\$ -	\$ 3,350	\$ -	\$ -	\$ -	\$ -	\$ -
Misc/Ed Effect	\$ -	\$ -	\$ 2,110	\$ 1,113	\$ 779	\$ 300	\$ 500	\$ 500	\$ 500
Total Services	\$ 142,688	\$ 187,710	\$ 174,046	\$ 209,556	\$ 212,335	\$ 201,565	\$ 205,850	\$ 208,750	\$ 210,950
Capital Outlay	\$ -	\$ -	\$ -	\$ 18,363	\$ 24,466	\$ -	\$ -	\$ -	\$ -
Other Outgo	\$ 1,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 288,547	\$ 314,751	\$ 297,225	\$ 355,950	\$ 361,504	\$ 391,408	\$ 412,922	\$ 424,642	\$ 431,631
Beginning Bal	\$ 42,260	\$ 149,567	\$ 221,357	\$ 235,863	\$ 248,781	\$ 318,835	\$ 320,998	\$ 301,587	\$ 270,456
Revenues	\$ 395,854	\$ 386,540	\$ 311,731	\$ 368,868	\$ 431,558	\$ 393,571	\$ 393,511	\$ 393,511	\$ 393,511
Expenditures	\$ 288,547	\$ 314,750	\$ 297,225	\$ 355,950	\$ 351,504	\$ 391,408	\$ 412,922	\$ 424,642	\$ 431,631
Ending Balance	\$ 149,567	\$ 221,357	\$ 235,863	\$ 248,780	\$ 318,835	\$ 320,998	\$ 301,587	\$ 270,456	\$ 232,336
	\$ 107,307	\$ 71,789	\$ 14,506	\$ 12,918	\$ 70,054	\$ 2,163	\$ (19,411)	\$ (31,131)	\$ (38,120)

Note:

- 1xxx = New Teacher salary budgeted at BA+30 1 FTE starting at Step 1 of new salary schedule
 1xxx = New RSP teacher to be hired for .4 FTE (moved from contracted services)
 2xxx = Cultural studies for Native American language, music, weaving etc.
 2xxx = 6 hour per day aide hired in 2019-20 **will drop to 4 hours in 2020-21**, .375 extra aide position was for 2019-20 only due to lack of teacher
 2xxx = Van driver moved to the high school
 2xxx = Board stipends, added 1.5 hour per day cafeteria worker and 1.5 hour per day custodian
 2xxx = Business Manager contract expires June 2022, looking at renewing contract for another 3 years
 3xxx = PERS/STRS at School Services dashboard, employee only prorated medical, cert misc payroll at 5%, class at 10.5%
 3xxx=STRS = 19/20 = 16.15, 20/21 = 16.02, 21/22 = 18.1; PERS = 19/20 = 19.721, 20/21 = 22.84, 21/22 = 25.5
 4xxx = Only change due to fundraisers
 5xxx = Class assist - food service prep - recess all moved to in house payroll, maintenance services still contracted
 5xxx = Tech services decreased due to actual needs and lack of vendor
 5xxx = Administrator contracted through SCOE through 2021
 5xxx = Audit costs should decline due to catching up on prior findings
 5xxx = Contracted van services deleted (back to high school)
 5xxx = Special Ed services budgeted high as needs are being developed with speech services etc.
 6xxx= Prop 39 HVAC/Furnace in 2018/19; carpeting in classroom and teacherage 2019/20
 7xxx = Eliminated transfer to Fund 40

** Will adjust expenditures in out years to keep budget balanced should there be no increases in expected revenues

6/10/2020

LCFF Calculator Universal Assumptions						
Kashia Elementary (70888) - Original 2021						
6/17/2020						
Summary of Funding						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Target Components:						
COLA & Augmentation	3.26%	0.00%	2.48%	3.26%	1.80%	0.00%
Base Grant Proration Factor	-	-7.92%	-12.18%	-14.95%	-16.45%	-16.45%
Add-on, ERT & MSA Proration Factor	-	-10.00%	-10.00%	-10.00%	-10.00%	-10.00%
Base Grant	166,381	153,209	152,943	152,943	152,943	152,943
Grade Span Adjustment	-	-	(6)	(6)	(6)	(6)
Supplemental Grant	16,945	15,604	13,821	13,821	13,821	13,821
Concentration Grant	19,064	17,554	15,549	15,549	15,549	15,549
Add-ons	782	704	704	704	704	704
Total Target	203,172	187,071	183,011	183,011	183,011	183,011
Transition Components:						
Target	\$ 203,172	\$ 187,071	\$ 183,011	\$ 183,011	\$ 183,011	\$ 183,011
Funded Based on Target Formula (PY P-2)	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
Floor	197,672	197,672	191,634	191,634	191,634	191,634
<i>Remaining Need after Gap (informational only)</i>						
Gap %	100%	100%	100%	100%	100%	100%
Current Year Gap Funding	-	-	-	-	-	-
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
Total LCFF Entitlement	\$ 203,172	\$ 187,071	\$ 183,011	\$ 183,011	\$ 183,011	\$ 183,011
Components of LCFF By Object Code						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
8011 - State Aid	\$ 87,101	\$ 71,000	\$ 67,275	\$ 67,275	\$ 67,275	\$ 65,511
8011 - Fair Share	-	-	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	10,354	8,371	6,036	4,036	2,036	1,800
<i>Local Revenue Sources:</i>						
8021 to 8089 - Property Taxes	105,717	107,700	109,700	111,700	113,700	115,700
8096 - In-Lieu of Property Taxes	-	-	-	-	-	-
Property Taxes net of in-lieu	105,717	107,700	109,700	111,700	113,700	115,700
TOTAL FUNDING	\$ 203,172	\$ 187,071	\$ 183,011	\$ 183,011	\$ 183,011	\$ 183,011
<i>Basic Aid Status</i>						
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 203,172	\$ 187,071	\$ 183,011	\$ 183,011	\$ 183,011	\$ 183,011
EPA Details						
% of Adjusted Revenue Limit - Annual	23.88234575%	23.88234575%	23.88234575%	23.88234575%	23.88234575%	23.88234575%
% of Adjusted Revenue Limit - P-2	23.88234575%	23.88234575%	23.88234575%	23.88234575%	23.88234575%	23.88234575%
EPA (for LCFF Calculation purposes)	\$ 10,354	\$ 8,371	\$ 6,036	\$ 4,036	\$ 2,036	\$ 1,800
8012 - EPA, Current Year Receipt	-	-	-	-	-	-
(P-2 plus Current Year Accrual)	10,354	8,371	6,036	4,036	2,036	1,800
8019 - EPA, Prior Year Adjustment	-	-	-	-	-	-
(P-A less Prior Year Accrual)	(6,024)	-	-	-	-	-
Accrual (from Assumptions)	-	-	-	-	-	-

LCFF Calculator Universal Assumptions

Kashia Elementary (70888) - Original 2021

6/17/2020

Summary of Student Population

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Unduplicated Pupil Population						
Enrollment	12	12	12	12	12	12
COE Enrollment	-	-	-	-	-	-
<i>Total Enrollment</i>	12	12	12	12	12	12
Unduplicated Pupil Count	12	12	12	12	12	12
COE Unduplicated Pupil Count	-	-	-	-	-	-
<i>Total Unduplicated Pupil Count</i>	12	12	12	12	12	12
Rolling %, Supplemental Grant	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%
Rolling %, Concentration Grant	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%

FUNDED ADA

Adjusted Base Grant ADA	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-
Total Adjusted Base Grant ADA	-	-	-	-	-	-
Necessary Small School ADA	<i>Current year</i>	<i>Prior year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	7.12	7.12	6.50	6.50	6.50	6.50
Grades 4-6	2.28	2.28	1.50	1.50	1.50	1.50
Grades 7-8	0.79	0.79	1.00	1.00	1.00	1.00
Grades 9-12	-	-	-	-	-	-
Total Necessary Small School ADA	10.19	10.19	9.00	9.00	9.00	9.00
Total Funded ADA	10.19	10.19	9.00	9.00	9.00	9.00

ACTUAL ADA (Current Year Only)

Grades TK-3	7.12	6.50	6.50	6.50	6.50	6.50
Grades 4-6	2.28	1.50	1.50	1.50	1.50	1.50
Grades 7-8	0.79	1.00	1.00	1.00	1.00	1.00
Grades 9-12	-	-	-	-	-	-
Total Actual ADA	10.19	9.00	9.00	9.00	9.00	9.00
Funded Difference (Funded ADA less Actual ADA)	-	1.19	-	-	-	-

LCAP Percentage to Increase or Improve

Services	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Current year estimated supplemental and concen \$	36,009 \$	33,158 \$	29,370 \$	29,370 \$	29,370 \$	29,370
Current year Percentage to Increase or Improve \$	21.64%	21.64%	19.20%	19.20%	19.20%	19.20%

COVID-19 Operations Written Report

Local Educational Agency (LEA)	Contact Name and Title	Email and Phone fjohnson@scoe.org 707-785-9682	Date of Adoption
Kashia School District	Frances Johnson, Superintendent/Principal	fjohnson@scoe.org 707-785-9682	June 17, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Weekly Chromebook programs being used at the Community Center include: Math through ConAcademy and ELA through Houghton Mifflin. Weekly homework is supported by various additional science and art worksheets and workbooks.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

All students at Kashia are considered low-income students so the above applies to all students.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Kashia will continue to seek reliable internet services and allow students to use electronic devices during summer hours.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Weekly meals are handed out on Tuesdays and will continue through the end of June

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

During school hours, students are supervised at the community center by parent PTO president/employee of the tribe.

District: Kashia School District
CDS #: 49-70888

Adopted Budget
2020-21 Budget Attachment
Balances in Excess of Minimum Reserve Requirements

Horicon School

Reasons for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiates the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

Combined Assigned and Unassigned/unappropriated Fund Balances

Form	Fund	2020-21 Budget
01	General Fund	\$309,514.00
17	Special Reserve Fund for Other Than Capital Outlay Projects	\$0.00
Total Assigned and Unassigned Ending Fund Balances		\$309,514.00
District Standard Reserve Level		5%
Less District Minimum Reserve for Economic Uncertainties		\$70,000.00
Remaining Balance to Substantiate Need		\$239,514.00

Objects 9780/9789/9790

(Exclude all non-spendable, restricted & committed funds)

Form 01

Form 17

Form 01CS Line 10B-4

Form 01CS Line 10B-7

Reasons for Fund Balances in Excess of Minimum Reserve for Economic Uncertainties

Form	Fund	2020-21 Budget	Description of Need
01	General Fund	\$239,514.00	Unassigned Reserves
01	General Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
Insert Lines above as needed			
Total of Substantiated Needs		\$239,514.00	

Remaining Unsubstantiated Balance

\$0.00

Education Code Section 42127 (d)(1) requires a county superintendent to either conditionally approve or disapprove a school district budget if the district does not provide for EC 42127 (a)(2)(B) public review and discussion at its public budget hearing.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Kashia Elementary (Sonoma County) Education Protection Account (1400)																			
2																				
3																				
4																				
5	REVENUE		Est	Actual	Est	Actual	Est	Actual	Est	Actual	Est	Actual	Est	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
6	Revenue Limit - 8012		24905	\$24,905	\$23,302	\$24,384	\$26,114	\$32,467	\$29,235	\$28,727	\$22,894	\$22,894	\$21,147	\$17,101	\$15,545	\$15,527	\$10,354	Actual	Estimate	Actual
7																			\$8,371	
8																				
9	EXPENDITURES																			
10	Teacher - 1100	**	19073	\$19,073	\$15,795	\$12,022	\$26,114	\$24,808	\$21,497	\$21,497	\$19,473	\$19,473	\$17,840	\$13,794	\$12,398	\$12,379			\$8,371	
11	Aide - 2100																			
12	Benefits - 3xxx	**	5832	\$5,835	\$6,506	\$12,362	\$0	\$7,659	\$7,738	\$7,230	\$3,421	\$3,421	\$3,307	\$3,307	\$3,147	\$3,148				
13	Bldg Improve 6200																10354			
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Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the state sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School district, county offices of education, and charter schools (LEA's) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount, which includes charter school general purpose funding. A corresponding reduction is made to an LEA's revenue limit or charter general purpose state aid equal to the amount of their EPA entitlement. LEA's will receive EPA payments quarterly beginning with the 2013-14 Fiscal Year.