

Agenda  
Governing School Board  
Wednesday, May 13, 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)

Public comment on any item of interest to the public that is within in the Board's jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon.

4. Communication

4.1 J13A Allowance of Attendance Due to Emergency Conditions for October 10, 25, 28-31, 2019 and November 1, 2019.

4.2 SCOE Approval of 2019-20 2<sup>nd</sup> Interim Report

4.3 Closure of Tribal Lands

4.4 2020-21 EASIE Grant

5. Consent Agenda

5.1 Approve Minutes from March 11, 2020

5.2 Approve Warrants for March & April 2020

5.3 Williams Quarterly Report for January to March 2020

5.4 Accept Resignation Joseph Swain

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 Review Tentative 2020-21 Budget

7.2 Review 2020-21 LCAP Process

7.3 Discuss When & How to Reopen

7.4 Discuss PTO ByLaws and Protocol (AR1240/BP5020/AR1230/BP1230)

8. Items Scheduled for Discussion and Action

8.1 Approve Final Second Board Policies

BP1000 Concepts and Roles

BP1020 Youth Services

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Agenda - Continued  
Governing School Board  
Wednesday, April 8, 2020

- 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
- 8.3 Approve MOU for Emergency Closure
- 8.4 Approve Inter-district Attendance Agreement
- 8.5 Approve 2020-21 School Calendar
- 8.6 Approve Resolution for Grading During Emergency School Closures
- 8.7 Approve Budget Updates
- 9. Items Scheduled for Future Board Meetings
  - 9.1 Board Policies
  - 9.2 Public Hearings for – 2020-21 Budget, LCAP, LCFF
- 10. Adjournment

Next Regular Board Meeting  
Wednesday, June 10, 2020 Public Hearings 4:00pm

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**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

February 27, 2020

Frances Johnson, Superintendent  
Kashia Elementary School District  
P.O. Box 129  
Stewarts Point, CA 95480-0129

Dear Superintendent Johnson:

Subject: Request for Allowance of Attendance Due to Emergency Conditions  
(Fiscal Year 2019–2020), Form J-13A

The California Department of Education (CDE) has approved the request for seven emergency days on October 10, 25, and 28–31, 2019; and November 1, 2019, at Kashia Elementary. These school closure days may be used to meet the instructional time requirements pursuant to California *Education Code* sections 46200, 46201, 46207, and/or 46208.

The attached CDE Summary of Form J-13A Modifications reflects substantive revisions to the Form J-13A submitted by the local educational agency to the CDE. This letter and copy of the original Form J-13A should be used to substantiate compliance with statutory instructional time requirements. A copy of this letter and Form J-13A have been emailed to all contact persons listed on the form. Information on how to report average daily attendance as a result of this approval is available in the Reporting Approvals Section of the Form J-13A Frequently Asked Questions (FAQ) at <https://www.cde.ca.gov/fq/aa/pa/formj13afaq.asp>. Any additional questions not addressed in the FAQs should be emailed to [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov).

Sincerely,

A handwritten signature in cursive script, reading "Wendi McCaskill", is located below the "Sincerely," text.

Wendi McCaskill, Administrator  
School Fiscal Services Division

WM:at  
Attachment

cc: Steven Herrington, County Superintendent of Schools, Sonoma County Office of  
Education

## California Department of Education Summary of Form J-13A Modifications

The following information reflects substantive revisions to the Form J-13A submitted by the local educational agency (LEA) to the California Department of Education (CDE).

### J-13A Request Information

LEA:	Kashia Elementary School District
CDS Code:	49-70888
Fiscal Year:	2019–20
Type of J-13A:	Closure
School Site:	Kashia Elementary
Dates of Emergency:	October 2, 9–10, 25, and 28–31, 2019; and November 1, 2019

Form J-13A Section	Summary of Modifications
Section B: School Closure, Part II, Column H	The Closure Dates Requested are 10/10/19, 10/25/19, 10/28/19–10/31/19, and 11/1/19.



## Sonoma County

Office of Education

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

April 10, 2020

Charlene Pinola, Board President  
Frances Johnson, Administrator  
Kashia School District  
P.O. Box 129  
Stewarts Point, CA 95480

Dear Ms. Johnson and Ms. Pinola,

We know these are challenging times and we appreciate your flexibility and patience as we all adjust to how we can best serve students and continue best practices in business functions during this Shelter in Place time. SCOE staff are here to support you. As we move forward and look toward the development of the 2020-21 budgets, please be assured that SCOE will continue providing updates about budget assumptions for 2020-21 and the uncertainty ahead. The only thing we know for sure is that it will be different from the projections and assumptions that guided the Governor in the January budget proposal used as your base for the Second Interim Reports.

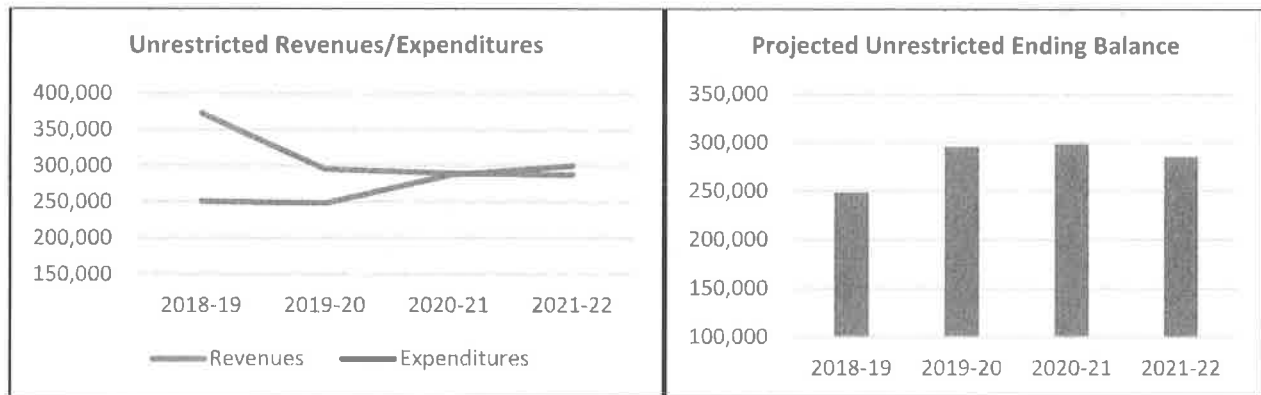
In accordance with Education Code Section 42131, the Sonoma County Office of Education (County) has completed a review of Kashia School District's (District) Second Interim Report for fiscal year 2019-20. The District self-certified its 2019-20 Second Interim Report as Positive. After a review of the financial data, analyzed in the context of the January Governor's budget proposal for the 2020-21 year, as well as the 2019-20 Adopted State Budget and related trailer bills that were approved, the County has accepted the report as **Positive**. This letter addresses various concerns as well as standard reminders.

### **Second Interim and Multi-Year Projection (MYP)**

The District's Second Interim Report MYP, indicates an increase in unrestricted fund balance of \$47,553 and \$2,541 in 2019-20 and 2020-21, and unrestricted deficit spending of -\$12,820 in 2021-22.

The State minimum reserve for economic uncertainty of \$69,000 is met in in all three years. Having an adequate reserve allows school district governance teams the ability to be strategic in reducing expenditures when faced with a financial crisis. An adequate reserve protects students, employees, and the public. Given the uncertain times, we are now in with the current Pandemic, COVID-19, school districts with adequate reserves are better equipped to protect the community they serve.

The graphs below depict the gap between projected revenues and expenditures; and projected unrestricted ending fund balances. The District is currently projecting that the unrestricted ending fund balance will increase by 15% by 2021-22.



### Collective Bargaining

Based upon the Criteria and Standards, negotiations with all units in the 2019-20 fiscal year are settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

### Summary

Our Office appreciates the preparation and timely submittal of your 2019-20 Second Interim Budget report. A technical review will be communicated to the business office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Shelley Stiles

Director, External Fiscal Services

cc:

Patty Pomplin, District CBO

Dr. Steven D. Herrington, County Superintendent of Schools

Mary Downey, Deputy Superintendent Business, SCOE

Cindy Gordon, District Fiscal Management Advisor, SCOE



*Kashia Band of Pomo Indians  
Of the Stewarts Point Rancheria*

Kashia Round House  
Founded in 1916

March 30, 2020

RE: Closure on Tribal Lands

Dear Tribal Community,

Effective immediately, all Kashia tribal lands are closed to Non-residents. By eliminating additional visitors, the Kashia Band of Pomo Indians of the Stewarts Point Rancheria (Tribe) is limiting the exposures to our Tribal members and community.

This decision has been made due to the recent recommendations by the Center of Disease Control and Prevention (CDC), State of California Governor's Office and other government agencies in the continued effort to slow the current COVID-19 Pandemic.

The closure complies with the Tribe's Emergency Declaration issues on March 26, 2020. For community health and safety please respect the closures and stay home whenever possible. We apologize for any inconvenience and we will notify the public with any updates on a tentative re-open date. The Tribe will be updating its information on a daily basis on the Tribe's Face book page and website.

If you have any questions please contact Vaughn Peña, Tribal Administrator. (707) 591-0580 ext. 103 or at [vaughn@stewartspoint.org](mailto:vaughn@stewartspoint.org). In the event of an emergency please call 911.

**Formula Grant Electronic Application System for  
Indian Education (EASIE) School Year 2020-21**

OMB #: 1810-0021 OMB Expiration Date: 02/29/2020

Type of applicant:	LEA (Not part of a Consortium)
Applicant name:	<b>Kashia School</b>
Address:	PO Box 129 31510 Skaggs Spring Rd
City, State, Zip:	Stewarts Point, CA 95480
Applicant DUNS number:	014659049
Applicant NCES number:	6052013
Applicant PR award number:	S060A202505
POC Title:	Business Manager
Application Timeframe:	Multi-Year
Current Application Cycle:	Year 1 Of 4

LEA Name	Kashia School
LEA NCES #	6052013
Total Number of all Students	12
Federally Recognized, Including Alaska Natives	12
State Recognized	0
Terminated Tribes *	0
Organized Indian Group meeting the definition of "Indian" *	0
Count Period From	10/01/2019
Count Period To	10/31/2019
Count Period Total Days in Count Period	31
Total Number of Indian Students:	12
Total Number of all Students:	12



<b>Error</b>
<ul style="list-style-type: none"><li>The Indian student count for a particular LEA (NCES # 6052013) was flagged with an error. Your count last year was (16) and your count this year is (12).</li></ul>
<b>Comment</b>
Two families moved from the reservation which equals the loss of 4 students.

I certify that I am authorized to legally bind this entity, and that, based on the information provided to me, the above count represents the number of eligible Indian students enrolled in the schools of the applicant entity and for whom a Student Eligibility Certification (ED 506) form was on file (or for BIE schools an ISEP count was used) during the count period indicated, pursuant to the requirements of 20 U.S.C. 7427. It is understood that this count will be used to calculate an award of federal assistance and that it is subject to audit. I certify that, to the best of my knowledge, the information in this application is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to penalties under The False Claims Act, 18 U.S.C. 1001.

**Certified By:** Patti Pomplin

**Certified Date:** Monday, February 10, 2020, 5:07:34 PM

**Applicant Contact Name:** Patti Pomplin  
**Applicant Contact E-mail:** ppomplin@kashiaesd.org  
**Applicant Contact Telephone:** 707-785-9682  
**Applicant Contact Title:** Business Manager

**User 1: Patti Pomplin**  
**E-mail:** ppomplin@kashiaesd.org  
**Title:** Business Manager

**User 2: Frances Johnson**  
**E-mail:** fjohnson@scoe.org  
**Title:** Superintendent

If you have any questions regarding your SY 2020-21 EASIE Formula Grant application or need to report changes of EASIE system users for your LEA prior to the close of the application submission, review, and approval period (approximately July 1, 2020), please contact the Partner Support Center. PSC is available between 8:00 a.m. and 6:00 p.m., Eastern Time. PSC is closed on federal holidays.

EDFacts Partner Support Center (PSC)  
Voice: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
E-mail: eden\_OIE@ed.gov

Hearing impaired persons may contact the Partner Support Center via the Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com).

If you have questions or need to make changes to SY 2019-20 grant after July 1, 2020, please contact the Office of Indian Education.

Office of Indian Education  
Telephone: 202-260-3774  
Fax: 202-205-0606  
E-mail: [indian.education@ed.gov](mailto:indian.education@ed.gov)  
OIE Community of Practice Website: <https://easie.grads360.org/#program>

# Formula Grant Electronic Application System for Indian Education (EASIE) School Year 2020-21

OMB #: 1810-0021 OMB Expiration Date: 02/29/2020

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Type of applicant:

Applicant name:

Address:

City, State, Zip:

Applicant DUNS number:

Applicant NCES number:

Applicant PR award number:

POC Title:

Application Timeframe:

Current Application Cycle:

**Kashia School**

PO Box 129 31510 Skaggs Spring Rd

Stewarts Point, CA 95480

014659049

6052013

S060A202505

Business Manager

**Certified By:**

**Certified Date:**

**Applicant Contact Name:**

**Patti Pomplin**

**Applicant Contact E-mail:**

**ppomplin@kashiaesd.org**

**Applicant Contact Telephone:**

**707-785-9682**

**Applicant Contact Title:**

**Business Manager**

**User 1: Patti Pomplin**

**E-mail: ppomplin@kashiaesd.org**

**Title: Business Manager**

**User 2: Frances Johnson**

**E-mail: fjohnson@scoe.org**

**Title: Superintendent**

If you have any questions regarding your SY 2020-21 EASIE Formula Grant application or need to report changes of EASIE system users for your LEA prior to the close of the application submission, review, and approval period (approximately July 1, 2020), please contact the Partner Support Center. PSC is available between 8:00 a.m. and 6:00 p.m., Eastern Time. PSC is closed on federal holidays.

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If you have questions or need to make changes to SY 2019-20 grant after July 1, 2020, please contact the Office of Indian Education.

Office of Indian Education

Telephone: 202-260-3774

Fax: 202-205-0606

E-mail: [indian.education@ed.gov](mailto:indian.education@ed.gov)

OIE Community of Practice Website: <https://easie.grads360.org/#program>

Kashia School District  
Minutes  
Board Meeting, March 11, 2020

1. Meeting called to order at 4:29 by Board President Charlene Pinola  
Roll Call: Trustee Glenda Antone, 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 – Resignation Letter from Maxine Barboza from the Board of Trustees
5. Appointment of Board Member
  - 5.1 Oath of Office was administered by Board President, Charlene Pinola and sworn to by Gene Parrish to seat her as a Trustee on the Board for the term which expires December 2022.
6. Consent Agenda  
Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously to approve the consent agenda as presented.
  - 6.1 Approved Minutes from February 12, 2020
  - 6.2 Approved Warrants from February 2020
7. Reports and Communications
  - 7.1 Governing Board – Trustee Antone would like students to attend the Hoop Dance on August 14<sup>th</sup> at SKIP and will talk to Von about the van to get students there, she will also compose a letter to be sent home with students.
  - 7.2 Superintendent – spoke to Nathan Rich, tribal council, who came to school along with Abby and Anthony to study fish eggs with students as well as do a lesson in Native American language; working on report cards; discussion about PTO and getting parents back in the classroom for help; children doing well.
  - 7.3 Aide – none.
  - 7.4 Business Manager – discussed Hazard Mitigation workshops; working on 2020-21 budget.
  - 7.5 PTO – None
8. Items Scheduled for Information and Discussion
  - 8.1 Second Reading Board Policies
    - 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

9. Items Scheduled for Discussion and Action

9.1 Approval of 2019-20 2<sup>nd</sup> Interim Report

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the Second Interim as positive as presented.

9.2 Approve MOU for Data Sharing Services with SCOE

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the MOU to SCOE that permits them to process data as necessary for Kashia removing the language under section 20 that states "this and other matters".

10. Items Scheduled for Future Board Meetings.

10.1 Board Policies

10.2 Budget Review 20-21

10.3 LCAP Process

10.4 2020-21 School Calendar

10.5 PTO ByLaws/Establish Protocol

10.6 J13A

11. Meeting Adjourned at 5:04

Next Meeting  
April 8 , 2020 Meeting

Respectfully submitted: Patti Pomplin

Signed: \_\_\_\_\_

Glenda Antone, Clerk

## Checks Dated 03/01/2020 through 03/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1774510	03/04/2020	Healdsburg Lumber Co	01-4353	tapel/fasteners	228.44	8.46
1774511	03/04/2020	Frances Johnson	01-4310	cultural studies	21.44	
				lunch for sonoma state	36.80	286.68
			01-5201	to Gualala		
1774512	03/04/2020	Coleen McCloud	01-5200	jenner	72.45	
			01-5800	february van	81.00	153.45
1774513	03/04/2020	Gene Parrish	01-5200	iep travel for 03/23 to 03/27		319.10
1774514	03/04/2020	Gene Parrish	01-5200	iep travel for 03/30 to 04/03		319.10
1774515	03/04/2020	Alliance One, LLC Account: The Genesis Group	01-5807	feb 11 and 13		170.00
1776325	03/11/2020	Horicon School District	01-4310	Extreme Science Field Trip		39.27
1776326	03/11/2020	Houghton Mifflin Harcourt	01-4310	journeys		40.11
1776327	03/11/2020	Joseph Swain	01-4310	school supplies		75.05
1776328	03/11/2020	Patti Pomplin	01-4380	air purifier		215.42
1776329	03/11/2020	Alliance One, LLC Account: The Genesis Group	01-5807	Feb 25 and 27		340.00
1776330	03/11/2020	Wex Bank	01-4362	0496005512686		85.03
1777885	03/18/2020	Gualala Supermarket	01-4310	february		249.10
1777886	03/18/2020	Independent Coast Observer	01-5825	3560176		123.60
1777887	03/18/2020	Pacific Gas & Electric	01-5520	28343238771		144.08
1777888	03/18/2020	Ray Morgan Company	01-5632	ke02		30.54
1777889	03/18/2020	Alliance One, LLC Account: The Genesis Group	01-5807	march 3 and 5		510.00
1777890	03/18/2020	Wells Fargo Vendor Fin Serv	01-5632	3000927141		139.65
1778740	03/26/2020	Amerigas	01-5510	school site		488.82
1778741	03/26/2020	ESP & Alarms Inc	01-5832	april to june 31510 skaggs spring rd	90.00	180.00
				april to june 38999 Tin Barn	90.00	
1778742	03/26/2020	Frontier Communications	01-5911	70778596821013815		187.76
1778743	03/26/2020	Frances Johnson	01-5201	gas to gualala		19.55
1778744	03/26/2020	Kashia Utilities District	01-5530	kud67938		99.66
1778745	03/26/2020	Patti Pomplin	01-4310	classroom supplies		144.26
1778746	03/26/2020	Stephen Roatch Accountancy	01-5821	2019-20 #1	1,475.00	
				final 2018-19	1,450.00	2,925.00
1778747	03/26/2020	Alliance One, LLC Account: The Genesis Group	01-5807	march 10 and 12		340.00
Total Number of Checks					26	7,633.69

## Fund Summary

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

## Checks Dated 03/01/2020 through 03/31/2020

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

Fund	Description	Check Count	Expensed Amount
01	General Fund	26	7,633.69
Total Number of Checks		26	7,633.69
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			7,633.69

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

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Mar 30 2020 9:05AM

04/01/2020 to 04/30/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1779889	04/02/2020	George Marrufo	01-5800	maintenance		23.40
1779890	04/02/2020	Frances Johnson	01-5201	Gualala food for prior employee		36.80
1779891	04/02/2020	Coleen McCloud	01-5800	help deliver meals		20.25
1779892	04/02/2020	Alliance One, LLC Account: The Genesis Group	01-5807	feb 4th		465.00
1780895	04/09/2020	Gualala Supermarket	01-4700	food		242.34
1780896	04/09/2020	Healdsburg Lumber Co	01-4380	ramp		72.98
1780897	04/09/2020	Independent Coast Observer	01-5825	3560817		123.60
1780898	04/09/2020	Frances Johnson	01-4350	flower arrangement for prior employee	107.88	
			01-5202	funeral	36.80	
1780899	04/09/2020	Pacific Gas & Electric	01-5520	28343238771	129.34	
				94383733055	171.08	
1780900	04/09/2020	Alliance One, LLC Account: The Genesis Group	01-5807	03/27 case management		300.42
1780901	04/09/2020	Wells Fargo Vendor Fin Serv	01-5632	3000927141		250.00
1782903	04/23/2020	Employment Development Dept.	01-9555	942-05275 00/01		139.65
1782904	04/23/2020	ESP & Alarms Inc	01-5832	may to july east of skaggs spring		14.19
1782905	04/23/2020	Frontier Communications	01-5911	70778596821013815		90.00
1782906	04/23/2020	Houghton Mifflin Harcourt	01-4310	duplicate	40.11-	198.78
				Proposal from 03/30/2020	423.85	
1782907	04/23/2020	Kashia Utilities District	01-5530	kud67938		383.74
1782908	04/23/2020	Ray Morgan Company	01-5632	ke02		99.66
1782909	04/23/2020	Redwood Pediatric Therapy	01-5800	Linkn & Ayden		35.67
1782910	04/23/2020	Sonoma County Office Of Ed	01-5838	Project Director		1,499.80
1782911	04/23/2020	United States Postal Service	01-4310	box rent for 129		20,378.54
1783801	04/30/2020	George Marrufo	01-5800	school maintenance		150.00
Total Number of Checks					21	360.00
						25,029.50

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	21	25,029.50
Total Number of Checks		21	25,029.50
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			25,029.50

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.



# Williams Settlement Quarterly Uniform Complaint Report - January 1, 2020 - March 31, 2020

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

\* Required

Name of District

Kashia School District

Name and Title of Person Reporting \*

Patti Pomplin, Business Manager



Phone Number \*

707-785-9682

Email Address \*

ppomplin@kashiaesd.org

### INSTRUCTIONAL MATERIALS

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

### TEACHER VACANCY AND/OR MISASSIGNMENT \*

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



### FACILITIES \*

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

### CAHSEE Intensive Instruction and Services \*

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

### INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

### TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer



## FACILITIES

Complaint Details

Your answer

## CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

Submit

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Google Forms



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# Kashia Elementary School



Dear Miss Frances,

I want to inform you that I am giving two-week notice. I will be leaving my position on May first, 2020.

While I appreciate the experience and expertise that you have given me over the months, I feel I can no longer perform in this position. As you well know, while I have teaching experience I am not credentialed. The work I have been doing with your guidance has been to follow completed curriculums. The current situation has brought many issues. While I wish that could help the students, I do not feel that I can give instruction or perform many of the functions being asked of me.

I hope to work well to facilitate and hand over all digital accounts over the next two weeks.

Sincerely,

Joseph Swain

A handwritten signature in dark ink, consisting of a stylized 'J' and 'S' followed by a long, sweeping horizontal line that extends to the right.

Tentative Budget 05/11/2020

Kashia School District will remain a Necessary Small School

Attendance is estimated to continue with approximately 12 students with an ADA of 9

Revenues:

State Aid is budgeted at an estimated -0- COLA (to be monitored due to recession)

Taxes are budgeted with a 2% increase (to be monitored due to recession)

Federal revenue decreased slightly for Maintenance funding

Local revenue budgeted at 2019-20 amounts

Expenditures:

Certificated salaries include:

- a full time classroom teacher at Step 1
- a two day per week RSP teacher (special education)

Classified salaries include:

- one six hour per day classroom aide
- an hour and a half per day custodian
- an hour and a half per day food service
- supplemental business manager

Benefits

- payroll benefits at 2019-20 levels
- STRS @ 18.1%
- PERS @ 24.9%
- Medical capped at RESIG lowest rate for EE only

Supplies

- Decreased due to one time expenditures in 2019-20

Services

- Decreased due to RSP travel expenses in 2019-20

Capital Outlay

- No projects budgeted for 2020-21

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Description			2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F		
			Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)		Restricted (E)	Total Fund col. D + E (F)
A. REVENUES											
1) LCFF Sources		8010-8099			206,197.00	0.00	206,197.00	206,426.00	0.00	206,426.00	0.1%
2) Federal Revenue		8100-8299			89,529.00	23,125.00	112,654.00	75,000.00	21,200.00	96,200.00	-14.6%
3) Other State Revenue		8300-8599			1,908.00	5,717.00	7,625.00	1,000.00	1,300.00	2,300.00	-69.8%
4) Other Local Revenue		8600-8799			6,500.00	100,075.00	106,575.00	6,800.00	100,000.00	106,800.00	0.2%
5) TOTAL REVENUES					304,134.00	128,917.00	433,051.00	289,226.00	122,500.00	411,726.00	-4.9%
B. EXPENDITURES											
1) Certificated Salaries		1000-1999			1,500.00	310.00	1,810.00	40,088.00	22,435.00	62,523.00	3354.3%
2) Classified Salaries		2000-2999			31,040.00	48,170.00	79,210.00	37,339.00	43,658.00	80,997.00	2.3%
3) Employee Benefits		3000-3999			8,520.00	22,038.00	30,558.00	30,335.00	21,848.00	52,183.00	70.8%
4) Books and Supplies		4000-4999			23,900.00	7,904.00	31,804.00	16,450.00	2,294.00	18,744.00	-41.1%
5) Services and Other Operating Expenditures		5000-5999			158,484.00	50,495.00	208,979.00	156,180.00	32,265.00	188,445.00	-9.8%
6) Capital Outlay		6000-6999			24,852.00	0.00	24,852.00	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES					248,296.00	128,917.00	377,213.00	280,392.00	122,500.00	402,892.00	6.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)											
					55,838.00	0.00	55,838.00	8,834.00	0.00	8,834.00	-84.2%
D. OTHER FINANCING SOURCES/USES											
1) Interfund Transfers											
a) Transfers In		8900-8929			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses											
a) Sources		8930-8979			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES					0.00	0.00	0.00	0.00	0.00	0.00	0.0%

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)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			55,838.00	0.00	55,838.00	8,834.00	0.00	8,834.00	-84.2%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance		9791							
a) As of July 1 - Unaudited		9793	248,781.00	0.00	248,781.00	304,619.00	0.00	304,619.00	22.4%
b) Audit Adjustments			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F'1a + F'1b)			248,781.00	0.00	248,781.00	304,619.00	0.00	304,619.00	22.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F'1c + F'1d)			248,781.00	0.00	248,781.00	304,619.00	0.00	304,619.00	22.4%
2) Ending Balance, June 30 (E + F'1e)			304,619.00	0.00	304,619.00	313,453.00	0.00	313,453.00	2.9%
Components of Ending Fund Balance									
a) Nonspendable		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revolving Cash									
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	69,000.00	0.00	69,000.00	70,000.00	0.00	70,000.00	1.4%
Unassigned/Unappropriated Amount		9790	235,619.00	0.00	235,619.00	243,453.00	0.00	243,453.00	3.3%



Board Meeting May 13, 2020

LCAP 2020-21 Postponed Until December 15, 2020

Summary Of Program Offerings in Response to COVID-19

1. No Internet, contacted California State Governor, CSBA and Tribal Council
2. Weekly Chromebook programs being used at the Community Center include: Math through Con Academy and ELA through Houghton Mifflin
3. Weekly homework supported by various additional science and art worksheets/workbooks
4. Weekly meals picked up from Santa Rosa City Schools and delivered to children on a weekly basis
5. There are no arrangements for supervision of students during school hours



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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## LEGAL UPDATE

April 27, 2020

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

**From:** Kaitlyn Schwendeman, Schools Legal Counsel *KAS*  
Carl D. Corbin, General Counsel *CC*

**Subject:** Governor Extends LCAP Deadline and Waives PE Requirements – Executive Order N-56-20  
Memo No. 29-2020

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On Wednesday, April 22, 2020, Governor Newsom announced Executive Order N-56-20,<sup>1</sup> which extends the deadline for a Local Education Agency (“LEA”)<sup>2</sup> to adopt its Local Control and Accountability Plan (“LCAP”) for 2020-2021 and waives requirements for physical education, effective immediately. Below is a brief summary:

### LCAP:

- Governing Boards will have until December 15, 2020, to adopt their LCAP, on the conditions that:
  - At the meeting the district adopts its budget (due by July 1, 2020), the LEA adopts a written report<sup>3</sup> to the community that explains the changes to the LEA’s program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families, which shall include, at minimum, a description of how the LEA is meeting the needs of unduplicated pupils during the period of school closures and the LEA must explain the steps it took during the school closures to:<sup>4</sup>
    - Continue delivering high-quality distance learning opportunities;
    - Provide school meals in non-congregate settings; and

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<sup>1</sup> The full text of the Executive Order may be found at: <https://www.gov.ca.gov/wp-content/uploads/2020/04/EO-N-56-20-text.pdf>.

<sup>2</sup> LEA is defined as school districts, county offices of education, and charter schools.

<sup>3</sup> The California Department of Education (“CDE”) is required to develop a form for this report.

<sup>4</sup> Consistent with Paragraph 2 of Executive Order N-26-20.



- Arrange for supervision of students during ordinary school hours.
- This report must be submitted to the County Superintendent and State Superintendent of Public Instruction, and must be posted on the LEAs website, if applicable.
- County Superintendents will have until January 14, 2021, to approve LEAs' LCAPs.
- The deadline for a charter school to submit the LCAP to its chartering authority and the county superintendent of schools is extended to December 15, 2020.
- All requirements that the Board adopt the LCAP prior to the budget adoption and include expenditures related to the LCAP within the budget are waived.
- The requirements of Education Code section 52064.5(e)(2), requiring the governing board of a school district, the county board of education, and the governing body of a charter school to review data to be publicly reported for Dashboard local indicators in conjunction with adoption of the LCAP, is waived with respect to the review and adoption that would otherwise be required by July 1, 2020.
- Charter school board meetings have the same relaxed public participation and meeting requirements provided to non-charter schools outlined in Executive Order N-29-20.<sup>5</sup>

#### Physical Education:

- Minimum instructional minutes requirements for physical education set forth in Education Code sections 51210(a)(7), 51220(d), 51222, and 51223 are waived, effective immediately as is the requirement to provide adequate facilities for physical education courses.<sup>6</sup>
- The requirement that LEAs conduct a physical fitness performance test in grades 5, 7 and 9 are waived for the 2019-2020 school year.

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

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

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<sup>5</sup> For more detailed information, please see our Legal Update No. 18-2020.

<sup>6</sup> Please note, it appears that these requirements are waived indefinitely, including into the 2020-2021 school year.

## 42103 Budget

The governing board of each school district shall hold a public hearing on the proposed budget in a district facility, or some other place conveniently accessible to the residents of the district. The **public hearing** shall be held any day on or before the date specified for this purpose in subdivision (e) or (i), respectively, of Section 42127, **but not less than three working days following availability of the proposed budget for public inspection**. At the hearing any resident in the district may appear and object to the proposed budget or any item in the budget.

The hearing may be concluded on the proposed budget when there are no requests for further hearing on file, and shall be concluded no later than the date specified for this purpose in subdivision (e) or (i), respectively, of Section 42127. The budget shall not be finally **adopted** by the governing board of the district until after the public hearing has been held.

The proposed budget shall show expenditures, cash balances, and all revenues as required to be tabulated in Sections 42122 and 42123, and also shall include an estimate of those figures, unaudited, for the preceding fiscal year. In addition, any tax statement submitted by the governing board of the school district pursuant to subdivision (a) of Section 42127, any district tax requirement computed pursuant to subdivision (b) of Section 42127 for the school year to which the proposed budget is intended to apply, and any recommendations made by the county superintendent pursuant to subdivision (d) of Section 42127 shall be made available by the district for public inspection in a facility of the district or in some other place conveniently accessible to residents of the district.

Notification of dates and location or locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing on the proposed budget shall be published by the county superintendent of schools in a newspaper of general circulation in the district or, if there is no newspaper of general circulation in the district, in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection. The publication of the dates and locations shall occur no earlier than 45 days prior to the final date for the hearing as specified in subdivision (e) or (i), respectively, of Section 42127, but not less than 10 days prior to the date set for hearing. The cost of the publication shall be a legal and proper charge against the school district for which the publication is made.

## 52062 Local Control and Accountability Plans

(b) (1) A governing board of a school district shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan or annual update to the local control and accountability plan. **◆The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the local control and accountability plan or annual update to the local control and accountability plan will be available for public inspection.** The public hearing shall be held at the same meeting as the public hearing required by paragraph (1) of subdivision (a) of Section 42127.

(2) A governing board of a school district shall **adopt** a local control and accountability plan or annual update to the local control and accountability plan in a public meeting. This meeting shall be held after, but not on the same day as, the public hearing held pursuant to paragraph (1). This meeting shall be the same meeting as that during which the governing board of the school district adopts a budget pursuant to paragraph (2) of subdivision (a) of Section 42127.

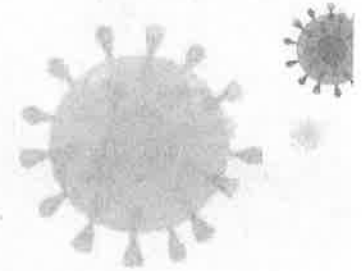
(c) A governing board of a school district may adopt revisions to a local control and accountability plan during the period the local control and accountability plan is in effect. A governing board of a school district may only adopt a revision to a local control and accountability plan if it follows the process to adopt a local control and accountability plan pursuant to this section and the revisions are adopted in a public meeting.

**◆Publishing the date of the LCAP Public Hearing in the newspaper does not preclude the agenda posting requirement as per Ed Code 52062 (section (b)(1) noted above.**

<u>Form To SCOE</u>	<u>Publishing Date</u>	<u>Public Inspection Period</u>	<u>Public Hearings Date</u>	<u>Budget and LCAP Adoption Date</u>
Must notify newspaper by	<u>Last day to publish public notice</u>			
<b>May 24</b>	<b>June 1</b>	<b>June 6,7,8,11,12</b>	<b>June 12 @ 7:00 pm.</b>	<b>June 19</b>
<i>At least 7 days prior to the publishing date</i>	<i>Must be published no less than 10 days before the public hearing date</i>	<i>Must be 5 <u>working</u> days and can start no sooner than June 5 (3 days after the public notice).</i>		<i>Must be on or before July 1</i>

**Example #2: Assumes Public Hearing in May and Adoption meetings in June**

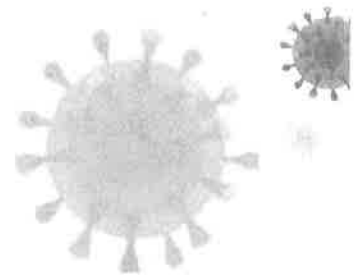
<u>Form To SCOE</u>	<u>Publishing Date</u>	<u>Public Inspection Period</u>	<u>Public Hearings Date</u>	<u>Budget and LCAP Adoption Date</u>
Must notify newspaper by	<u>Last day to publish public notice</u>			
<b>May 10</b>	<b>May 18</b>	<b>May 22,23,24,25,29</b>	<b>May 29 @ 7:00 pm.</b>	<b>June 19</b>
<i>At least 7 days prior to the publishing date</i>	<i>Must be published no less than 10 days before the public hearing date</i>	<i>Must be 5 <u>working</u> days and can start no sooner than May 19 (3 days after the public notice).</i>		<i>Must be on or before July 1</i>



# When and How to Reopen After COVID-19

COVID-19 PHYSICAL DISTANCING MEASURES CAN BE LOOSENED WHEN ALL OF THE FOLLOWING CRITERIA ARE MET:

Epidemiology	Health Care	Public Health
<ul style="list-style-type: none"> <li>✓ Decreasing cases in the context of increasing testing (or stable testing with decreasing positivity) for at least 14 days</li> <li>✓ Decreasing numbers and proportions of cases not linked to a source case (goal less than 3 unlinked cases per 2-week period)</li> <li>✓ Steady decrease in ILI in syndromic surveillance for at least 14 days</li> <li>✓ Decline in deaths for at least 14 days</li> <li>✓ Decreasing health care worker infections such that infections are now rare</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability – including staffing – to double number of patients treated in intensive care units from current census</li> <li>✓ Ability – including staffing – to screen large numbers of symptomatic patients safely (e.g., outdoor tents, drive through)</li> <li>✓ Sufficient PPE for all health care workers even if cases double</li> <li>✓ Sufficient face masks to provide to all patients seeking care even if cases double</li> <li>✓ More discharges than admissions for COVID-19</li> <li>✓ Ensure at least baseline capacity in general health services, including through expansion of telemedicine for Covid-19 and usual care</li> <li>✓ Health care facilities enforce policies and redesign to minimize possibility of exposure at triage and all other locations</li> </ul>	<ul style="list-style-type: none"> <li>✓ All cases interviewed for contact elicitation</li> <li>✓ Contacts elicited for at least 90% of cases</li> <li>✓ 100% of symptomatic contacts and others with symptoms undergo testing within 12 hours of identification of symptoms</li> <li>✓ Enough hand sanitizer to place at entry and strategically placed in buildings including workplaces</li> <li>✓ Designated facilities for non-hospitalized covid-infected people who can't be safely cared for at home (e.g., because of space constraints, homelessness, medically vulnerable household members, or otherwise)</li> <li>✓ Demonstrated ability to convey physical distancing recommendations that change behavior in most residents</li> </ul>



**ONCE THE LOOSEN CRITERIA ARE MET, THE FOLLOWING ACTIONS CAN HAPPEN OVER TIME TO REOPEN:**

Action	Initial re-opening only if all criteria above met	4-8 weeks later if no significant increase in cases and criteria remain met	8-16 weeks later if no significant increase in cases and criteria remain met
Wash hands often	Continue	Continue	Continue
Cover coughs	Continue	Continue	Continue
Don't go out if ill	Continue	Continue	Continue
Face mask if ill persons go out	Continue	Continue	Continue
Surface and object cleaning	Continue	Continue	Continue
Enhanced ventilation	Continue	Continue	Continue
Isolation of cases	Continue	Continue	Continue
Quarantine of contacts of cases	Continue	Continue	Continue
Physical distancing to 6 feet when possible – avoid crowding	Continue	Pause physical distancing	Pause physical distancing
Stop visits to nursing homes, hospitals, congregate facilities	Continue	Continue	Continue
Ban all gatherings including religious (above 10, 50 people)	Continue - 10	50	Allow all gatherings
Restaurant closures	Reopen with physical distancing*	Reopen	Reopen
Bar closures	Continue	Reopen with physical distancing*	Reopen
General business closures	Partial reopening*	Additional phased reopening	Reopen
Special situation business closures**	Partial reopening*	Reopen	Reopen
Post-secondary ed closures	Continue	Consider reopening	Reopen
K-12 in-person closures	Reopen*	Reopen*	Reopen
Day care closures	Reopen*	Reopen*	Reopen
Quarantine of travelers from high-prevalence areas	Continue, informed by data on spread	Continue, informed by data on spread	Continue, informed by data on spread

\*People over age 60, including employees and those who are medically vulnerable continue to shelter in place, including employees. Online education/work encouraged wherever possible.

\*\*Special business situations include strategically important entities (e.g., infrastructure), entities which can reopen while ensuring safe commute, physical distancing, exclusion of anyone ill, and mandatory handwashing/sanitizing at entry and periodically during day.

**Note:** Decisions on both when and what to open must be made based on evolving knowledge (e.g., infectivity of children), availability of treatment, community acceptance and adherence, and other evolving knowledge and experience. Other restrictions, such as limitations on crowding in public transport, also necessary with graduated reopening.



# Coronavirus Frequently Asked Questions

April 1, 2020

The Sonoma County Office of Education, in partnership with the Sonoma County Department of Health Services and other state and regional agencies, continues to closely monitor and prepare for Coronavirus, officially known as COVID-19.

For the most up-to-date information from health officials, please visit [socoemergency.org](https://socoemergency.org).

## **Q: What is the current status of schools in Sonoma County?**

A: On April 1, following guidance from Governor Gavin Newsom, State Superintendent Tony Thurmond, and the Sonoma County Health Officer, SCOE announced that Sonoma County school districts will likely need to continue distance learning through the end of the 2019-20 school year.

Previously, Sonoma County school districts had announced that they would suspend in-person classes at least through the beginning of May in compliance with county and state shelter in place orders.

*Should the governor's order end before the end of April, school districts will be flexible and consider resuming classes earlier.*

## **Q: Why were classes canceled when children have been shown not to be at high risk for Coronavirus?**

A: While children are not as susceptible to this illness as older individuals, they can spread the illness to older family members. Closing school is seen as an important part of the effort to slow the "community spread" of the illness. If the spread of Coronavirus is slowed, then health service providers have a better chance of serving those who are ill.

## **Q: Will students still receive instruction while classes are suspended?**

A: Yes. What this looks like will vary school district by school district, but schools around Sonoma County are hard at work building distance learning programs to provide high-quality education to children remotely. Many schools are having to build these programs from the





ground up. We are thankful to parents and students for their patience as educators work hard to get programs up and running.

**Q: Who makes the decision to close school due to Coronavirus?**

A: Each school district, in collaboration with the county public health officer, decides when schools should close or suspend in-person classes, during a pandemic. SCOE serves a coordinating role between school districts and the public health officer. For this reason, SCOE is in close, regular communication with county health officials in order to provide up-to-date guidance and recommendations to school districts.

**Q: Who determines when classes will resume?**

A: The decision to resume in-person classes will be made in collaboration with the public health officer, based on the latest information about the spread of Coronavirus in Sonoma County and California. At this point, school districts are planning to continue distance learning through the end of the 2019-20 year.

**Q: What "distance learning" or Independent Study protocols are being provided?**

A: SCOE is working closely with school districts to support remote learning options. What this looks like will vary district-by-district, depending on a range of factors. Some districts that have gone "1:1" with a laptop for every student may be able to provide virtual instruction. Other districts may need to provide paper packets for families. Some will use a combination. SCOE will continue working to support districts to strengthen their remote learning programs.

**Q: While in-person classes are suspended, will meals be provided to students who receive free and reduced lunch?**

A: Yes, many school districts already have plans in place to provide meals to families that qualify for free and reduced lunch. [Click here to see a map](#) of all the locations where students 18 and under can access free meals.

**Q: What will happen with graduation ceremonies?**

A: This is a particularly difficult time for high school seniors. School districts are working hard to determine the best way to recognize this important milestone. Many are considering postponing ceremonies until later in the summer so that they may still be held in person. Others may use virtual options. Check with your individual school district for more information.

**Q: How will this situation impact seniors' eligibility for college?**



Thankfully, California's UC and CSU systems recognize the challenges that seniors face. On Wednesday, April 1, they loosened certain entrance requirements. Among other things, students hoping to attend UCs and CSUs won't have to meet minimum grade requirements for core classes affected by the crisis, and they won't be penalized for missing the deadline to hand over transcripts. UC has also suspended the SAT/ACT requirement for those applying for fall of 2021, and CSU is considering a similar move.

**Q: Do schools have an emergency response plan for Coronavirus?**

A: Yes, SCOE has created an infectious disease control plan that has been approved by the public health department. [It is available here.](#)

# **Kashia ESD**

## **Administrative Regulation**

### **Volunteer Assistance**

AR 1240  
**Community Relations**

#### Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and administrative regulation.

#### Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent/Principal or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

(cf. 3515.5 - Sex Offender Notification)

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of

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

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

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

#### Volunteer Facilities Projects

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

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

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7140 - Architectural and Engineering Services)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: April 08, 2020 Stewarts Point, California

# **Kashia Elementary School District**

## **Board Policy**

### **Parent Rights And Responsibilities**

BP 5020

#### **Students**

The Board of Trustees recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the education of the district's students is a shared responsibility. The Superintendent/Principal or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students, including the means by which the school and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with the school in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

(cf. 5022 - Student and Family Privacy Rights)  
(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee shall ensure that district staff understand the rights of parents/guardians afforded by law and Board policy and follow acceptable practices that respect those rights.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent/Principal or designee shall ensure that parents/guardians receive notification regarding their rights in accordance with law.

(cf. 5145.6 - Parental Notifications)

The Superintendent/Principal or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education

Code 48985. (Education Code 51101.1)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35291 Disciplinary rules

48070.5 Promotion and retention of students

48985 Notice to parent in language other than English

49091.10-49091.19 Parental review of curriculum and instruction

49602 Confidentiality of pupil information

51100-51102 Parent/guardian rights

51513 Personal beliefs

60510 Disposal of surplus instructional materials

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

Adopted: December, 2016 Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **School-Connected Organizations**

AR 1230

#### **Community Relations**

Persons proposing to establish a school-connected organization shall submit a request to the Board of Trustees for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the Superintendent/Principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law

(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be presented to the Superintendent/Principal or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent/Principal or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent/Principal or designee, school-connected organizations may

use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional

employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: April 08, 2020 Stewarts Point, California



# **Kashia ESD**

## **Board Policy**

### **School-Connected Organizations**

BP 1230

#### **Community Relations**

The Board of Trustees recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent/Principal or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

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

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school program. School-connected organizations may consult with the Superintendent to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

## EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex  
35160 Authority of governing boards  
38130-38138 Civic Center Act, use of school property for public purposes  
48931 Authorization for sale of food by student organization  
48932 Authorization for fund-raising activities by student organization  
49431 Sale of food to elementary students during the school day  
49431.2 Sale of food to middle, junior, or high school students  
49431.5 Sale of beverages at elementary, middle, or junior high schools  
51520 Prohibited solicitation on school premises  
51521 Fund-raising project

## BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes  
25608 Alcohol on school property; use in connection with instruction

## GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

## PENAL CODE

319-329 Lottery, raffle

## CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs  
15500 Food sales in elementary schools  
15501 Food sales in high schools and junior high schools

## CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

## UNITED STATES CODE, TITLE 20

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

## COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

## Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

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

### WEB SITES

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

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

## Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: April 08, 2020 Stewart Point, California

# **Horicon ESD**

## **Board Policy**

### **Concepts And Roles**

BP 1000

#### **Community Relations**

The Board of Trustees desires to represent the community and provide leadership in addressing community issues related to education. In order to identify community concerns and enlist support for the school, the Board shall establish effective two-way communication systems between the school and the community.

School, parents/guardians, community members and local organizations must continually collaborate as partners. The Board and the Superintendent/Principal or designee shall work together with city and county agencies and organizations to promote and facilitate coordinated services for children, and shall seek to develop partnerships with local businesses.

(cf. 1020 - Youth Services)

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

The Board recognizes that the school is an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the school. The Board and Superintendent/Principal or designee shall keep community members well informed about district needs and accomplishments and shall ensure that they have opportunities to share in developing educational policies, programs and evaluation processes.

(cf. 0510 - School Accountability Report Card)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1330 - Use of School Facilities)

(cf. 6020 - Parent Involvement)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 9323 - Meeting Conduct)

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)  
(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35172 Promotional activities

Policy HORICON ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2010      Annapolis, California

# **Kashia ESD**

## **Board Policy**

### **Youth Services**

BP 1020

#### **Community Relations**

The Board of Trustees desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5030 - Student Wellness)  
(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5136 - Gangs)  
(cf. 5141.32 - Health Screening for School Entry)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5141.52 - Suicide Prevention)  
(cf. 5141.6 - School Health Services)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5149 - At-Risk Students)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6300 - Preschool/Early Childhood Education)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources.

The Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)  
(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent/Principal or designee may designate a coordinator to ensure effective

implementation of the district's responsibilities in any such collaborative project.

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

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

In order to identify priorities for youth services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, homelessness, placement in foster care, lack of access to child care, substance abuse, or

violence. The needs assessment also should examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions.

(cf. 1330 - Use of School Facilities)

(cf. 3100 - Budget)

All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

The Superintendent/Principal or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and

youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

#### Legal Reference:

##### EDUCATION CODE

8800-8807 Healthy Start support services for children

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

##### HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

##### WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

#### Management Resources:

##### CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

##### CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

##### CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

##### YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

##### WEB SITES

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/lr>

California Department of Public Health: <http://www.cdph.ca.gov>  
California Department of Social Services: <http://www.dss.cahwnet.gov>  
California State Association of Counties: <http://www.csac.counties.org>  
Children Now: <http://www.childrennow.org>  
Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>  
First 5 California: <http://www.ccfc.ca.gov>  
League of California Cities: <http://www.cacities.org>  
Youth Law Center: <http://www.ylc.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: May 13, 2020      Stewarts Point, California



# **Kashia ESD**

## **Board Policy**

### **Communication With The Public**

BP 1100

#### **Community Relations**

The Board of Trustees recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the school and district and to be responsive to the concerns and interests expressed by members of the community.

(cf. 1000 - Concepts and Roles)

The Superintendent/Principal or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 9000 - Role of the Board)

The Superintendent/Principal or designee shall distribute communications protocols and procedures to the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications activities, legal requirements pertaining to confidentiality as well as the public's right to access records, and the importance of presenting a consistent, unified message on district issues.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

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

The Superintendent/Principal or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, school newsletters, mailings, the school web site, direct email communications, recorded telephone messages for parent/guardian information, the school accountability report card, community forums and public events, notices sent home with students, and news releases and meetings with editorial boards.

(cf. 0510 - School Accountability Report Card)

(cf. 1113 - District and School Web Sites)  
(cf. 5145.6 - Parental Notifications)

In developing communications strategies, the Superintendent/Principal or designee shall take into account the needs of all members of the public, including those whose primary language is not English and those who are visually or hearing impaired or have other special needs.

The Superintendent/Principal or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent/Principal or designee shall provide multiple opportunities for members of the public to give input on school issues and operations. Community members are encouraged to participate on school committees, provide input at Board meetings, submit suggestions to district staff, use the district's complaint procedures as appropriate, and become involved in school activities.

(cf. 1220 - Citizen Advisory Committees)  
(cf. 1230 - School-Connected Organizations)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1260 - Educational Foundation)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 6020 - Parent Involvement)  
(cf. 9322 - Agenda/Meeting Materials)  
(cf. 9323 - Meeting Conduct)

#### Prohibition Against Mass Mailings at Public Expense

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

#### Comprehensive Communications Plan

The Superintendent/Principal or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall also incorporate strategies for effective communications during an

emergency or other situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored for communicating with each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, senior citizens, community leaders, state or federal legislators or agencies, and/or other segments of the public.

(cf. 1020 - Youth Services)

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

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

The Superintendent/Principal or designee shall annually evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

(cf. 0500 - Accountability)

#### Legal Reference:

##### EDUCATION CODE

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

##### GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

##### CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

Management Resources:

CSBA PUBLICATIONS

Mass Mailings at Public Expense, Legal Advisory, January 2007

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

Political Activities of School Districts: Legal Issues, rev. 2001

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020      Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Media Relations**

BP 1112

#### **Community Relations**

The Board of Trustees respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request in accordance with Board policy.

(cf. 9322 - Agenda/Meeting Materials)

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

Staff may provide the media with student directory information, including, but not limited to, the name of a student, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

(cf. 1340 - Access to District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9010 - Public Statements)

(cf. 9321.1 - Closed Session Actions and Reports)

#### **Interviewing and Photographing Students**

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview

students at school are strongly encouraged to make prior arrangements with the Superintendent/Principal or designee. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

(cf. 5145.2 - Freedom of Speech/Expression)

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the Superintendent/Principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

#### Media Communications Plan

In order to help develop strong relations with the media, the Superintendent/Principal or designee shall develop a proactive media communications plan. This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest.

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

The plan shall specify the district's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent and public information officer. Other Board members and staff may be asked by the Superintendent/Principal or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The Superintendent/Principal or designee shall provide training on effective media relations to all designated spokespersons.

(cf. 9240 - Board Development)

#### Crisis Communications Plan

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent/Principal or designee shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The Superintendent/Principal or designee shall include local law enforcement and media representatives in the crisis planning process.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

EVIDENCE CODE

1070 Refusal to disclose news source

PENAL CODE

627-627.10 Access to school premises

COURT DECISIONS

Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020      Stewarts Point, California





# **Kashia ESD**

## **Board Policy**

### **District And School Web Sites**

BP 1113

#### **Community Relations**

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the development and ongoing maintenance of district and school web sites. Web sites shall be aligned with the district's plans for communications and media relations.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1230 - School-Connected Organizations)

(cf. 1260 - Educational Foundation)

(cf. 4040 - Employee Use of Technology)

(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee may establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

#### **Content**

The Superintendent/Principal or designee shall develop content guidelines for district and school web sites. These guidelines shall be consistent with law, Board policy, and administrative regulation.

Staff, students, or other persons may submit materials for web publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

(cf. 6145.5 - Student Organization and Equal Access)

District and school web sites shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt the school's orderly operation.

(cf. 5145.2 - Freedom of Speech/Expression)

The Superintendent/Principal or designee should ensure that copyright laws are not violated in the use of material on district or school web sites.

(cf. 4132/4232/4332 - Publication or Creation of Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)

Any links to external web sites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of external web sites.

Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications.

(cf. 1325 - Advertising and Promotion)  
(cf. 3312 - Contracts)

### Privacy Rights

The Superintendent/Principal or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

(cf. 1340 - Access to District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page.

(cf. 5125.1 - Release of Directory Information)

Because of the wide accessibility of the Internet and potential risk to students, photograph(s) of a student shall not be published with his/her name or other personally identifiable information without the prior written consent of the student's parent/guardian. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Home addresses or telephone numbers of staff members shall not be posted.

No public safety official shall be required as a condition of employment to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

District and school web sites shall not post the home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

National School Public Relations Association: <http://www.nspra.org>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020      Stewarts Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **District And School Web Sites**

AR 1113

#### **Community Relations**

##### **Content**

The district web site shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of the web site may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Board of Trustees meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent/Principal or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

(cf. 0510 - School Accountability Report Card)

Student work may be published on the web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use the district web site to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 6162.6 - Use of Copyrighted Materials)

##### **Roles and Responsibilities**

The district webmaster shall be responsible for the content and publication of the district web site upon approval of the Superintendent/Principal or designee. He/she shall review all content before publication, upload content to the district web server, regularly check links for accuracy and

appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

### Security

The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Regulation     KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: May 13, 2020     Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **School-Connected Organizations**

BP 1230

#### **Community Relations**

The Board of Trustees recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent/Principal or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

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

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school program. School-connected organizations may consult with the Superintendent to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

## EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex  
35160 Authority of governing boards  
38130-38138 Civic Center Act, use of school property for public purposes  
48931 Authorization for sale of food by student organization  
48932 Authorization for fund-raising activities by student organization  
49431 Sale of food to elementary students during the school day  
49431.2 Sale of food to middle, junior, or high school students  
49431.5 Sale of beverages at elementary, middle, or junior high schools  
51520 Prohibited solicitation on school premises  
51521 Fund-raising project

## BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes  
25608 Alcohol on school property; use in connection with instruction

## GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

## PENAL CODE

319-329 Lottery, raffle

## CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs  
15500 Food sales in elementary schools  
15501 Food sales in high schools and junior high schools

## CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

## UNITED STATES CODE, TITLE 20

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

## COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

## Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

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

### WEB SITES

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

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

## Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020 Stewart Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **School-Connected Organizations**

AR 1230

#### **Community Relations**

Persons proposing to establish a school-connected organization shall submit a request to the Board of Trustees for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the Superintendent/Principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law

(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be presented to the Superintendent/Principal or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent/Principal or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent/Principal or designee, school-connected organizations may

use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional

employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: May 13, 2020      Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Volunteer Assistance**

BP 1240

### **Community Relations**

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

(cf. 1000 - Concepts and Roles)

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

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

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

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

(cf. 1020 - Youth Services)

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

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

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

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

investigating and resolving complaints regarding volunteers.

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

(cf. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages the Superintendent/Principal or designee to develop a means for recognizing the contributions of the school's volunteers.

The Superintendent/Principal or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

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

COURT DECISIONS

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

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

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

WEB SITES

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

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

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

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

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

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020      Stewarts Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **Volunteer Assistance**

AR 1240

### **Community Relations**

#### **Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and administrative regulation.

#### **Qualifications of Volunteers**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent/Principal or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

(cf. 3515.5 - Sex Offender Notification)

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of

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

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

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

#### Volunteer Facilities Projects

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

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

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7140 - Architectural and Engineering Services)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: May 13, 2020 Stewarts Point, California



# **Kashia ESD**

## **Board Policy**

### **Visitors/Outsiders**

BP 1250

#### **Community Relations**

The Board of Trustees encourages parents/guardians and interested members of the community to visit the school and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Superintendent/Principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering the school when school is in session.

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the Superintendent/Principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Superintendent's permission. (Education Code 51512)

(cf. 5144 - Discipline)

#### **Legal Reference:**

##### **EDUCATION CODE**

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

##### **EVIDENCE CODE**

1070 Refusal to disclose news source

##### **LABOR CODE**

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 2020      Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Visitors/Outsiders**

AR 1250

#### **Community Relations**

The Superintendent/Principal or designee shall post at every entrance to the school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

#### **Visitor Registration**

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2; Evidence Code 1070)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Board of Trustees member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station

#### **Registration Procedure**

In order to register, outsiders shall, upon request, furnish the Superintendent/Principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds

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

#### Denial of Registration

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

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

(cf. 3515.2 - Disruptions)

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

#### Appeal Procedure

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

(cf. 1312.1 - Complaints Concerning District Employees)

# **Kashia ESD**

## **Board Policy**

### **Educational Foundation**

BP 1260

#### **Community Relations**

The Board of Trustees recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

(cf. 0200 - Goals for the School District)  
(cf. 1230 - School-Connected Organizations)  
(cf. 5030 - Student Wellness)  
(cf. 6020 - Parent Involvement)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

(cf. 3290 - Gifts, Grants and Bequests)  
(cf. 9140 - Board Representatives)

With the consent of the Superintendent/Principal or designee, the educational foundation, as appropriate, may use the district or school name, a school team's name, or any logo attributable to the school or district.

#### **Legal Reference:**

##### **EDUCATION CODE**

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

##### **BUSINESS AND PROFESSIONS CODE**

12580-12599.7 Fundraisers for Charitable Purposes Act

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

##### **PENAL CODE**

319-329 Lottery, raffle

##### **CODE OF REGULATIONS, TITLE 11**

300-312.1 Fundraising for charitable purposes  
COURT DECISIONS  
Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

WEB SITES

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

California Consortium of Education Foundations: <http://www.cceflink.org>

California Office of the Attorney General, charitable trust registry:  
<http://caag.state.ca.us/charities>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: May 13, 2020      Stewarts Point, California

## CURRENT 2019-20 Classified Salary Schedule

	Aide	Custodian	Maint	Van	Food
Year 1	\$ 17.50	\$ 13.50	\$ 15.60	\$ 13.50	\$ 13.50
Year 2	\$ 18.10	\$ 14.00	\$ 16.10	\$ 14.00	\$ 14.00
Year 3	\$ 18.70	\$ 14.50	\$ 16.60	\$ 14.50	\$ 14.50
Year 4	\$ 19.30	\$ 15.00	\$ 17.10	\$ 15.00	\$ 15.00
Year 5	\$ 19.90	\$ 15.50	\$ 17.60	\$ 15.50	\$ 15.50

## PROPOSED for 2020-21

Year 1	\$ 18.00	\$ 14.00	\$ 18.00	\$ 14.00	\$ 14.00
Year 2	\$ 18.60	\$ 14.50	\$ 18.60	\$ 14.50	\$ 14.50
Year 3	\$ 19.20	\$ 15.00	\$ 19.20	\$ 15.00	\$ 15.00
Year 4	\$ 19.80	\$ 15.50	\$ 19.80	\$ 15.50	\$ 15.50
Year 5	\$ 20.40	\$ 16.00	\$ 20.40	\$ 16.00	\$ 16.00

## PROPOSED for 2021-22

Year 1	\$ 18.50	\$ 14.50	\$ 18.50	\$ 14.50	\$ 14.50
Year 2	\$ 19.10	\$ 15.00	\$ 19.10	\$ 15.00	\$ 15.00
Year 3	\$ 19.70	\$ 15.50	\$ 19.70	\$ 15.50	\$ 15.50
Year 4	\$ 20.30	\$ 16.00	\$ 20.30	\$ 16.00	\$ 16.00
Year 5	\$ 20.90	\$ 16.50	\$ 20.90	\$ 16.50	\$ 16.50

## PROPOSED for 2022-23

Year 1	\$ 19.00	\$ 15.00	\$ 19.00	\$ 15.00	\$ 15.00
Year 2	\$ 19.60	\$ 15.50	\$ 19.60	\$ 15.50	\$ 15.50
Year 3	\$ 20.20	\$ 16.00	\$ 20.20	\$ 16.00	\$ 16.00
Year 4	\$ 20.80	\$ 16.50	\$ 20.80	\$ 16.50	\$ 16.50
Year 5	\$ 21.40	\$ 17.00	\$ 21.40	\$ 17.00	\$ 17.00

**RESOLUTION OF THE Kashia SCHOOL DISTRICT  
GOVERNING BOARD  
Regarding  
EMERGENCY ACTIONS BY THE SUPERINTENDENT OF SCHOOLS**

**WHEREAS**, the Governing Board of the Kashia School District recognizes the immediate public health threat to its community posed by COVID-19; and

**WHEREAS**, the Governor of California and the County of Sonoma have declared a State of Emergency and have issued recommendations to engage in social distancing and cancelling all non-essential gatherings; and

**WHEREAS**, the County of Sonoma Department of Health has issued a recommendation that all schools temporarily suspend in-person classes through at least May 1<sup>st</sup>, 2020 to curtail the spread of COVID-19; and

**WHEREAS**, the Board intends to take all actions reasonably necessary to ensure the safety and health of its employees and students; and

**WHEREAS**, Health and Safety Code Section 120230 provides the authority for the Superintendent of Schools to ensure the health and safety of its employees and students in the event of an infectious disease outbreak, such as COVID-19; and

**WHEREAS**, Education Code Sections 48213, 49451, 44964 and 45199 provides the District with the authority to exclude students and staff members from the school in the event of an outbreak of an infectious disease; and

**WHEREAS**, the Board declares that it is adopting the stance of the State of California and the County of Sonoma, and is declaring COVID-19 a disease which threatens the health of any and all staff and students; and

**WHEREAS**, the Board intends to ensure the safety of its students and staff through emergency measures, if required.

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of the Kashia School District, through this Resolution, acknowledges the authority granted



to the Superintendent of Schools to take any of the following actions, in his/her discretion and without consultation with the Governing Board [, and ratifies the decision of the Superintendent of Schools to close schools on [Date] through [Date], due to COVID-19.] :

- (1) Exclude Students and/or Staff who exhibit symptoms of COVID-19 or any similar infectious and/or contagious disease.
- (2) Provide for alternative methods of education, and as determined by the Superintendent of Schools, for any Students unable to attend in-person instruction due to a closure and/or quarantine related to COVID-19.
- (3) Provide compensation for any Staff excluded from work due to a closure and/or quarantine related to COVID-19.
- (4) Close the District due to either the presence or threat of COVID-19, in accordance with the Governor's Executive Order N-26-20.

The foregoing Resolution was introduced by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, and carried this \_\_\_\_\_ day of March, 2020, by the following two-thirds roll call vote:

AYES:

NOES:

ABSENT:

**WHEREUPON**, the Chair declared the Resolution passed and adopted and, **SO ORDERED**.

Kashia SCHOOL DISTRICT  
GOVERNING BOARD

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
Clerk, \_\_\_\_\_ School District Governing Board

**AGREEMENT OF THE PARTICIPATING SCHOOL DISTRICTS IN SONOMA  
COUNTY REGARDING INTERDISTRICT ATTENDANCE AGREEMENTS**

(Education Code Sections 46600 et seq.)

This Agreement is made and entered into by and between the undersigned school districts and shall be effective July 1, 2020. The parties agree as follows:

1. Education Code 46600(a) provides that "[t]he governing boards of two or more school districts may enter into an agreement for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts."
2. Education Code 46600(a) further provides that "[t]he agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied."
3. The undersigned school districts seek to serve the students in their districts in an efficient and collaborative manner.
4. Pursuant to Education Code section 46600, the parties agree that the respective policies of the district of residence and district of attendance shall control approval, denial, and revocation of interdistrict attendance permits. The parties acknowledge that these board policies and administrative regulations may be amended during the duration of this Agreement.
5. Each of the undersigned school districts shall continue to exercise its full authority to accept and reject interdistrict transfer applications as permitted by law.
6. This Agreement shall govern all existing interdistrict transfer permits and any applications for interdistrict transfer permits submitted for the 2020-21 school year and thereafter.
7. This Agreement shall continue for a five-year term. Each year, the parties will review this Agreement for purposes of extending the term for an additional year.
8. In the event a school district has converted some of its school program to a charter school, this Agreement shall not apply to the charter school grade level(s). Such a school district must specify in their records whether a student is enrolling in the charter school program or the regular school program, and must secure interdistrict attendance permits for students enrolling in the regular school program.
9. Any of the undersigned school districts may terminate its obligations under this Agreement upon giving ninety (90) days prior written notice to the other parties to this Agreement.
10. This Agreement shall supersede all prior interdistrict attendance agreements between the parties.

Sonoma County School Districts  
Interdistrict Attendance  
Agreement 2020-21 to 2024-25

<u>District</u>	<u>Board President</u>	<u>Signature</u>	<u>Date of Governing Board Approval</u>
Alexander Valley Union			
Bellevue Union			
Bennett Valley			
Union Cinnabar			
Cloverdale Unified			
Cotati-Rohnert Park Unified			
Dunham			
Forestville Union			
Fort Ross			
Geyserville Unified			
Gravenstein Union			
Guerneville			
Harmony Union			
Healdsburg Unified			
Horicon			
Kashia			
Kenwood			
Liberty			
Mark West Union			
Monte Rio Union			

Sonoma County School Districts  
Interdistrict Attendance  
Agreement 2020-21 to 2024-25

Montgomery			
Oak Grove Union			
Old Adobe Union			
Petaluma City			
Petaluma Joint Union High			
Piner-Olivet Union			
Rincon Valley Union			
Roseland			
Santa Rosa City			
Santa Rosa City High			
Sebastopol Union			
Sonoma Valley Unified			
Twin Hills Union			
Two Rock Union			
Waugh			
West Side Union			
West Sonoma County Union High			
Wilmar Union			
Windsor Unified			
Wright			

**EARLY RELEASE EVERY WEDNESDAY**

	Holiday
	No School
	Staff Development
	First/Last Day of School
	Minimum Day
	Emergency Days if Necessary

<b>Student</b>
<b>DAYS</b>
<b>180</b>

**Board Adoption:**

**Kashia School District Resolution  
on Grading During Emergency  
School Closures**

**WHEREAS**, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, on March 19, 2020, the Governor of California issued an executive order directing all individuals living in the State of California to stay home or at their place of residence, with limited exception, until further notice; and

**WHEREAS**, on \_\_\_16th\_\_\_ the March Horicon School District closed schools to protect students and staff against the spread of COVID-19; and

**WHEREAS**, due to safety concerns and the need for ongoing social distancing, the State Superintendent of Public Instruction stated it appears students will not return to school campuses before the end of the 2019-2020 school year; and

**WHEREAS**, it is necessary to ensure the continuation of public education, to the greatest extent possible, while maintaining the health and safety of the students and staff and

**WHEREAS**, the Board is committed to continued teaching and learning, including assessment and evaluation of work, through alternative means during this prolonged period of school closure; and

**WHEREAS**, it is imperative that the Superintendent have the tools to ensure the health, safety, and well-being of students, staff, and families on and off campuses, and to ensure the educational needs of all students are addressed through alternate locations or virtual learning environments;

**NOW, THEREFORE BE IT RESOLVED**, that during this time of school closures, and until further notice:

1. Teachers shall continue to provide instruction, assignments, and assessments using distance learning tools and resources.
2. The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for attendance during instruction and

4. Students shall be held harmless for their spring 2020 grades and the transition to distance learning.
5. Board Policy and Administrative Regulation 5121 - Grades/Evaluation of Student Achievement shall be temporarily suspended during the period of school closure.

Note: Local educational agencies (LEAs) have the authority to determine a system for how grades will be assigned, and teachers have authority to assign individual grades within the system established by the LEA. Such authority provides the local control necessary to allow the flexibility to adjust grading practices during this time of emergency. The California Department of Education (CDE) has provided a non-exhaustive list of options for assigning final grades for courses interrupted by COVID-19 and the resulting school closures. The CDE guidance can be found on CDE's website at <https://www.cde.ca.gov/ls/he/hn/grade/graduationfaq.asp>. The CDE guidance is attached hereto as a reference.

The California university systems have temporarily suspended letter grade requirements for A-G courses completed in the winter/spring/summer of 2020 for all students. Universities will continue to calculate grade point averages (GPAs) using all A-G courses completed *with letter grades* in grades 10 and 11, including summer terms following grades 9, 10 and 11. Courses completed with Pass or Credit grades in winter/spring/summer 2020 will not be used in the GPA calculation but will meet A-G subject area requirements. No student will be penalized in the campus admission review processes for earning Pass grades in A-G coursework during the winter/spring/summer 2020 terms.

**LEAs should choose from among the following options listed in the remainder of this resolution. One or more options may be chosen and modified to reflect local practices regarding the method by which grades will be determined. At the district's discretion, grading practices may vary by grade level and/or type of course.**

6. Grades shall be calculated in a manner that reflects student achievement and learning and supports the preservation of the progress students made prior to school closure. Final grades shall be determined using all assigned work through the end of the semester.
7. Teachers shall assign final grades based on students' third-quarter grades or students' grades when the school shutdown occurred, with opportunities to increase the final grade.
8. Students shall not be required to submit graded work for the remainder of the school year and shall receive a pass/no pass grade for all courses.
9. Students shall be assessed on essential standards using a rubric model instead of percentages.
10. Students shall be given an opportunity to demonstrate understanding of applicable course content through assessments, projects, portfolios, or other means appropriate to the course content.

## **CDE Suggestions for Final (Semester 2) Grading Options**

(<https://www.cde.ca.gov/ls/he/hn/grade/graduationfaq.asp>)

LEAs have the authority to determine how final grades will be assigned, and teachers have final discretion when assigning grades. There are several options for LEAs and teachers to consider and several factors that should be weighed before making a decision. The following is a non-comprehensive list of options that LEAs have considered and considerations associated with each option.

<b>Final Grading Options</b>	<b>Factors to Consider</b>
<b>Distance Learning Online</b>  Teachers will continue to provide instruction, assignments, and assessments using online tools and resources. Final grades will be determined using all assigned work through the end of the semester.	<ul style="list-style-type: none"><li>• How will teachers be given time to prepare for the transition to full-time distance learning?</li><li>• How will professional development be made available for teachers?</li><li>• Do all students and teachers have access to the necessary technology and materials? Are there non-digital alternatives that can be provided, such as printable packets or workbooks?</li><li>• How will technical support be provided?</li><li>• How will tutoring and interventions be provided to students?</li><li>• How will assignments and due dates be communicated? How will completed work be collected?</li><li>• How will vulnerable populations, including foster youth, students with disabilities, homeless youth, and English language learners, be supported?</li></ul>
<b>Use Current Grades</b>  Assign final grades based on students' third-quarter grades or students' grades when the school shutdown occurred, with opportunities to increase the final grade.	<ul style="list-style-type: none"><li>• How will students with a D or F in a course be given opportunities to raise their grade (e.g., through distance learning assignments, extra credit or case-by-case independent study option)?</li><li>• How will content in sequential courses (e.g., math or foreign language) that may not be fully covered this semester be taught to students who advance to the next course level in the fall?</li></ul>



<p><b>Consider Student Opt-Out of Course</b></p> <p>Allow students to opt out of completing a course. Their grade would remain an incomplete until they could complete the course via independent study, online credit recovery program, or some other option.</p>	<ul style="list-style-type: none"> <li>• What will the timeline be for completing an incomplete course?</li> <li>• What options will be available to students for completing a course?</li> </ul>
<p><b>Allow Students to Opt-In to Independent Study</b></p> <p>Allow students to choose whether they want to accept their current grade or continue via independent study.</p>	<ul style="list-style-type: none"> <li>• At the secondary level, will students be able to opt-in to independent study for individual courses? Will this option be available for some or all courses?</li> <li>• Will teachers determine whether an independent study option is appropriate for their course, or will administrators decide?</li> <li>• If students do not fulfill their responsibilities, will they be graded on the work they have completed or given an incomplete?</li> <li>• What supports will teachers need to provide students?</li> <li>• How will assignments and due dates be communicated? How will completed work be collected?</li> <li>• How will vulnerable populations, including foster youth, students with disabilities, homeless youth, and English language learners, be supported?</li> </ul>
<p><b>Pass/No Pass or Credit/No Credit Grading Option</b></p> <p>Students will receive a pass/no pass grade for a course.</p>	<ul style="list-style-type: none"> <li>• How will students be held harmless so that these grading approaches do not negatively affect their GPA or eligibility for program placement (including AP or honors courses)?</li> <li>• What constitutes a “credit” or “no credit” grade? Who determines the criteria, and will those criteria be consistent for all courses or subject to instructor discretion?</li> <li>• Will students who receive a “no credit” grade have the opportunity to submit extra credit or revise assignments to improve their grade?</li> </ul>

	<ul style="list-style-type: none"> <li>• Will there be offer an option for students to petition the school for a grade?</li> </ul>
<p><b>Standards-Based Grading</b></p> <p>Students will be assessed on essential standards using a rubric model instead of percentages.</p>	<ul style="list-style-type: none"> <li>• Which standards are considered essential?</li> <li>• How will standards mastery be assessed?</li> <li>• Will students have multiple opportunities to demonstrate understanding? What platforms and media will students be able to utilize?</li> <li>• Will the standards-based assessment include multiple metrics (like a portfolio composed of a collection of student work) or a single metric (like a multiple-choice final exam)?</li> <li>• Will students have a choice in how they demonstrate their learning?</li> <li>• How will students be provided the necessary instruction and guidance to master the essential standards?</li> <li>• What interventions will be used for students who struggle to meet the essential standards?</li> <li>• How will assignments and due dates be communicated? How will completed work be collected?</li> <li>• How will vulnerable populations, including foster youth, students with disabilities, homeless youth, and English language learners, be supported?</li> </ul>
<p><b>Final Grades for Career and Technical Education (CTE) and Performance-Based Courses</b></p> <p>Some courses include a requirement that students obtain a certification, participate in a performance, participate in a competition, complete a set number of hours of training or volunteer work, or complete some other task to demonstrate that they have mastered a given skillset.</p>	<p>Teachers of performance-based and CTE courses should consider the following:</p> <ul style="list-style-type: none"> <li>• What are the essential skills students should master to demonstrate course completion?</li> <li>• How can those skills be demonstrated by students?</li> <li>• What resources are available to students (e.g., does a theater student</li> </ul>

	<p>have access to audio/video recording tools)?</p> <ul style="list-style-type: none"> <li>• Will students have the opportunity to complete those tasks remotely (e.g., recording a musical performance)?</li> <li>• Will students have additional opportunities to complete those tasks in the near future (e.g., postponing a performance until the fall)?</li> <li>• Can task expectations can be reasonably modified while achieving the same course objective (e.g., reducing the number of required volunteer hours or expanding volunteer options to include opportunities that allow for social distancing)?</li> <li>• Are there are alternative tasks students could complete (e.g., preparing a presentation or completing a research assignment instead of participating in a debate competition)?</li> </ul>
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Fund 01 - General Fund		Fiscal Year 2020 through 06/30/2020				
		Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>						
LCFF Revenue Sources	(8010-8099)	206,197.00	185,318.99		20,878.01	10%
Federal Revenue	(8100-8299)	112,654.00	108,380.79		4,273.21	4%
Other State Revenue	(8300-8599)	7,625.00	1,676.08		5,948.92	78%
Other Local Revenue	(8600-8799)	106,575.00	123,935.64		(17,360.64)	(16)%
<b>Total Revenues</b>		<b>433,051.00</b>	<b>419,311.50</b>		<b>13,739.50</b>	<b>3%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	(1000-1999)	1,810.00	1,591.30	.00	218.70	12%
Classified Salaries	(2000-2999)	79,210.00	59,531.40	1,872.50	17,806.10	22%
Employee Benefits	(3000-3999)	30,558.00	19,783.28	172.84	10,601.88	35%
Books and Supplies	(4000-4999)	31,804.00	17,339.51	.00	14,464.49	45%
Services & Operating Expenses	(5000-5999)	208,979.00	149,208.12	40,756.84	19,014.04	9%
Capital Outlay	(6000-6999)	24,852.00	24,411.45	.00	440.55	2%
<b>Total Expenditures</b>		<b>377,213.00</b>	<b>271,865.06</b>	<b>42,802.18</b>	<b>62,545.76</b>	<b>17%</b>
<b>Operating Surplus/(Deficit)</b>		<b>55,838.00</b>	<b>147,446.44</b>	<b>104,644.26</b>		
<b>Beginning Fund Balance</b>		<b>248,781.00</b>	<b>248,780.15</b>	<b>248,780.15</b>		
<b>Net Ending Fund Balance</b>		<b>304,619.00</b>	<b>396,226.59</b>	<b>353,424.41</b>		
*** calculated ***						
<b>Components of Ending Fund Balance</b>						
Reserve economic Uncertainty - 9789		69,000.00	.00			
Undesignated/unappropriated - 9790		235,619.00	.00			
<b>Ending Fund Balance</b>		<b>304,619.00</b>	<b>.00</b>			

Updates 2/12/20 \$ 21,612

Updates 5/13/20 \$ 55,838  
\$ 34,226

Federal M&O Revenue \$ 24,529  
 Decrease Technology 5,000.  
 Decrease Yard Duty 2,100  
 Increase Revenue Limit 2,597  
\$ 34,226