

# Kashia School District

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

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Special Agenda  
Governing School Board  
Wednesday, September 16, 2020 4:00 p.m.  
Office, Kashia School District

Rescheduled from Wednesday, September 9, 2020 – No Quorum

1. Call to Order Board and Staff/Establishment of Quorum  
Glenda Antone \_\_\_\_\_ Frances Johnson \_\_\_\_\_  
Gene Parrish \_\_\_\_\_ Amy Ruegg \_\_\_\_\_  
Charlene Pinola \_\_\_\_\_ Patti Pomplin \_\_\_\_\_
  2. Approval of Agenda
  3. Public Comment on Non Agenda Items (Limit 5 Minutes)
  4. Communications  
4.1 SCOE Approval of Original 2020-21 Budget
  5. Consent Agenda  
5.1 Approve August 12, 2020 Board Minutes  
5.2 Approve August Vendor Warrants
  6. Reports and Communications  
6.1 Governing Board Members  
6.2 Superintendent  
6.3 Teacher  
6.4 Business Manager  
6.5 PTO
  7. Items Scheduled for Information and Discussion  
7.1 Discuss December Board Meeting Date – Trustee Parrish and Trustee Pinola will both need to be Appointed  
7.2 Information on Reopening Plan
  8. Items Scheduled for Discussion and Action  
8.1 Final Reading - Adopt Board Policies  
BP 4000 Concepts & Roles  
BP 4030 Nondiscrimination in Employment  
AR 4030 Nondiscrimination in Employment  
BP 4031 Complaints Concerning Discrimination  
AR 4031 Complaints Concerning Discrimination  
AR 4032 Reasonable Accommodation  
AR 4112.5 Criminal Records Check  
AR 4112.6 Personnel Files  
BP 4112.61 Employment References  
AR 4112.61 Employment References
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## **Kashia School District**

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- BP 4112.8 Employment of Relatives
- AR 4112.9 Employee Notifications
- E 4112.9 Employee Notifications
- 8.2 Public Hearing – Sufficiency of Instructional Materials
  - Open:
  - Closed:
  - Approved:
- 8.3 Approve Resolution 09092020#1 Declaring Instructional Method for 2020-21 School Year
- 8.4 Approve J13a for Emergency Closure Dates August 19 to 26, 2020
- 8.5 Approve 2019-20 Unaudited Actuals
- 8.6 Approve 2019-20 Gann Limit
- 8.7 Public Hearing of 2020-21 Learning Continuity Plan
  - Open:
  - Closed:
  - Approval:
- 9. Items Scheduled for Future Board Meetings
  - 9.1 Board Policies
  - 9.2 Budget Updates
  - 9.3 1<sup>st</sup> Interim
- 10. Adjournment

Next Regular Meeting  
Wednesday, October 14, 2020

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Gene Parrish	<u>      </u>	Amy Ruegg	<u>      </u>
Charlene Pinola	<u>      </u>	Patti Pomplin	<u>  X  </u>

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6.2 Superintendent

6.3 Teacher

6.4 Business Manager

6.5 PTO

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Next Regular Meeting  
Wednesday, October 14, 2020

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August 18, 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,

Thank you for the submission of the 2020-21 Adopted Budget. We recognize the District's efforts in the development of a budget and financial plan that provides for ongoing financial stability. On June 29, 2020, the Governor signed the State Budget Act and most of the associated trailer bills. The provisions of these bills, coupled with the advice contained in the Common Message – Adopted Budget/45-Day Revision 2020, were used in our review.

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Kashia School District's (District) 2020-21 Adopted Budget to determine if it complies with the Criteria and Standards for fiscal stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2020-21 year, as well as the 2020-21 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption. Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

#### **Adopted Budget**

As adopted by the District's Governing Board, the 2020-21 budget reflects an ending fund balance in the General Fund of \$320,998; comprised of \$320,998 in unrestricted fund balance and \$0 in restricted fund balance. The minimum state reserve level of \$71,000 for a district of your size has been met. In 2020-21, the General Fund reports an unrestricted increase in fund balance of \$2,163. Even though the District meets minimum reserve requirements, the County Office remains concerned about deficit spending in subsequent years. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The District is projecting an unrestricted ending fund balance of \$301,587 in 2021-22 with unrestricted deficit spending of -\$19,411 and \$270,456 in 2022-23 with unrestricted deficit spending of -\$31,131. The minimum state reserve reported as met in both years.

**Collective Bargaining**

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2020-21 fiscal year are not settled, and this is not applicable for the 2020-21 year.

**Summary**

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2020. **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

c:

Patti Pomplin, District CBO

Steven D. Herrington, Ph.D., County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Cindy Gordon, SCOE District Fiscal Management Advisor

Kashia School District  
Minutes  
Board Meeting, August 12, 2020

1. Meeting called to order at 4:20 by Board Clerk Glenda Antone  
Roll Call: Trustee Glenda Antone, Trustee Gene Parrish, Trustee Charlene Pinola (4:30)  
Staff: Frances Johnson, Patti Pomplin, Amy Ruegg  
Community: None
2. Approval of Agenda: Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication
  - 4.1 Sonoma County Registrar of Voters Information
5. Consent Agenda  
Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the Board to approve the consent agenda as presented.
  - 5.1 Approved Minutes from June 10, 2020 and June 17, 2020
  - 5.2 Approved Warrants from June & July 2020
  - 5.3 Hire New Teacher – Amy Ruegg
  - 5.4 Classroom Capacity Resolution #08122020
  - 5.5 Williams Quarterly Report for April 2020 to June 2020
6. Reports and Communications
  - 6.1 Governing Board – Trustee Pinola asked about distance learning and COVID testing for the new teacher.
  - 6.2 Superintendent – In constant communication with the County, State and Health Department; spoke with Dr. Goodwin about COVID testing for students; each student has a desktop computer with mandatory hours of instruction; student work packets will be available until Waiver is approved.
  - 6.3 Teacher – Ms. Ruegg said she hoped SkyFiber internet would be working soon in order to use Google Classroom. She plans to get packets to students when the opportunity to meet with students and parents becomes available and provide expectations in Language Arts, Math and Enrichment in line with her Waldorf training.
  - 6.4 Business Manager – working on the 2019-20 closing
  - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
  - 7.1 Second Reading Board Policies
    - BP 4000 Concepts & Roles
    - BP 4030 Nondiscrimination in Employment
    - AR 4030 Nondiscrimination in Employment
    - BP 4031 Complaints Concerning Discrimination

AR 4031 Complaints Concerning Discrimination

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BP 4112.8 Employment of Relatives

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7.2 Review 2020-21 Consolidated Application

Currently Kashia is only eligible for Title III but doing the ConAp allows the school to qualify for other Federal grants.

7.3 Review Learning Loss Mitigation Funds Application

The application was submitted in a timely manner and all funds received will go towards supporting Distance Learning as well as purchasing school safety items.

8. Items Scheduled for Discussion and Action

8.1 Approve 45 Day Budget Updates

Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the board to approve the 45 day budget updates as presented which minimally changed the original 10% reduction to State revenues. Additional updates will be available by 1<sup>st</sup> Interim reporting.

8.2 Approve Reopening Roadmap – Continuance Plan

The Board reviewed the roadmap but the consensus was that as much as possible, student education should be available on the school site where supplies and support are available.

8.3 Approve Waiver Request

Superintendent has submitted a Waiver Request which has been put on hold pending County, State and Health Department clearance.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Hire New Employees

9.3 Budget Updates

9.4 Unaudited Actuals

10. Meeting Adjourned at 5:10

Next Meeting

Wednesday, September 9, 2020

Respectfully submitted: Patti Pomplin

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



Glenda Antone, Clerk



## Checks Dated 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1796412	08/06/2020	Frontier Communications	01-5911	70778559682		198.95
1796413	08/06/2020	Pacific Gas & Electric	01-5520	28343238771	107.10	
				94383733055	88.97	196.07
1796414	08/06/2020	Windsor Unified School Dist	01-5809	2019-20 SDC charges		22,156.00
1797274	08/13/2020	Calif Internet/GeoLinks	01-4340	12 months ClearFiber		213.00
1797275	08/13/2020	Healdsburg Lumber Co	01-4380	compound/tape		20.37
1797276	08/13/2020	Independent Coast Observer	01-5825	3632015		151.40
1797277	08/13/2020	Patti Pomplin	01-5632	Wells Fargo old copy machine balance		139.64
1797278	08/13/2020	Ray Morgan Company	01-5632	cn12373-03		36.65
1797279	08/13/2020	Wells Fargo Vendor Fin Serv	01-5632	3000927141		180.85
1798205	08/20/2020	Amy Ruegg	01-4310	covid test		74.75
1798206	08/20/2020	County of Sonoma	01-5800	kitchen inspection		872.00
1798207	08/20/2020	George Marrufo	01-5200	trip to Gualala	19.55	
1798208	08/20/2020	Kyocera	01-5800	maintenance	270.00	289.55
1798209	08/20/2020	Recology Sonoma Marin	01-5632	copy machine		29.94
			01-5560	1812654333		129.50
Total Number of Checks					14	24,688.67

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	14	24,688.67
Total Number of Checks		14	24,688.67
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			24,688.67

September 23, 2020

## NOTICE

Kashia Has Openings For Two  
Board Vacancies

Seat 1 = 2 Year Term Expires  
December 2022

Seat 2 = 4 Year Term Expires  
December 2024

Please submit a letter of intent prior to  
October 5, 2020

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## Organizational Meetings

Per Legal Update from August 13, 2020, the December organization meeting must be held between December 11, 2020 and December 25<sup>th</sup>, 2020. The second Wednesday in December and the regular scheduled board meeting is currently scheduled for Wednesday, December 9<sup>th</sup> which will not meet these requirements.

Option 1 – change the board meeting date to Wednesday, December 16<sup>th</sup>

Option 2 – have two board meeting in December

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# STAGES OF Reopening

We hope to get approval  
for Stage 1 this week.

## Stage 1

Each child and parent/guardian will meet with the teacher and be given a work packet with instructions. The child will daily check in with the teacher, turning in completed work, receiving new work as required. The work will be done at the child's home.

## Stage 2

After children get a COVID test they will meet in small tutoring groups of 4 or 5. All safety protocol will continue to be followed such as temperature check daily, masks, 6' of distance between desks, frequent hand washing, and sanitizing of desks upon exit. Each child will have their own desk which no other child uses. There will be a morning and afternoon tutoring group each with no more than 4 or 5 students. Homework will be such that the daily required minutes of education are met.

## Stage 3

When Stage 1 and Stage 2 are mastered the teacher will instruct the small cohorts in distance learning. The school has internet. Two generous men from Sonoma have donated chrome books which the teacher will use in the classroom for instruction.

## Stage 4

Restrictions are lifted and the entire group of 9 or 10 will return again as one group, receiving regular classroom instruction.

## Stage 5

Internet is installed in the homes of children on the reservation. Parent Education classes are held where parents learn computer and distance learning skills. This will be a way to continue community building and ensure students can successfully navigate distance learning.



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*Independent Powers Authority  
serving school and college  
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state.*

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## LEGAL UPDATE

August 31, 2020

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

**From:** Carl D. Corbin, General Counsel *cdc*

**Subject:** Updated Framework for Re-opening  
Memo No. 52-2020

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On Friday August 28, 2020, the Acting State Public Health Officer, Dr. Erica Pan, issued a Statewide Public Health Officer Order (“Order”) that provided an undated framework for re-opening activities in California (including schools).<sup>1</sup> The updated Order was adopted due to the continued significant concern of community spread of COVID-19. The framework for re-opening, referred to as “California’s Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe” is summarized in the “Blueprint for a Safer Economy” (“Blueprint”) on the California Department of Public Health (“CDPH”) website.<sup>2</sup> Both the Order and Blueprint are attached to this Legal Update. CDPH has updated its industry guidance to incorporate the Blueprint.<sup>3</sup>

The Order takes effect on August 31, 2020, and supersedes the July 13, 2020, State Public Health Officer Order and provides the legal authority for the implementation of the Blueprint. Information from the Blueprint regarding schools is summarized below.

- There are four colored tiers from most widespread to least widespread COVID-19 risk for each county:
  1. “Widespread” – purple and schools are closed for in-person instruction;
  2. “Substantial” – red and school are closed for in-person instruction, but schools can re-open for in-person instruction if the county remains in this tier for two weeks (14 calendar days);

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<sup>1</sup> [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/8-28-20\\_Order-Plan-Reducing-COVID19-Adjusting-Permitted-Sectors-Signed.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/8-28-20_Order-Plan-Reducing-COVID19-Adjusting-Permitted-Sectors-Signed.pdf).

<sup>2</sup> <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyMonitoringOverview.aspx>.

<sup>3</sup> <https://covid19.ca.gov/industry-guidance/>.

3. “Moderate” – orange and school can re-open for in-person instruction; and
4. “Minimal” – yellow and school can re-open for in-person instruction.

	Higher Risk → Lower Risk of Community Disease Transmission			
	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
<b>Measures*</b>				
<b>New cases**/100,000 population per day (7 day average; 7 day lag)</b>	<b>&gt;7</b>	<b>4-7</b>	<b>1-3.9</b>	<b>&lt;1</b>
<b>Testing % Positivity (7 day average; 7 day lag)</b>	<b>&gt; 8%</b>	<b>5-8%</b>	<b>2-4.9%</b>	<b>&lt;2%</b>

- Schools may re-open for in-person instruction based on equivalent criteria to the July 17, 2020, School Re-opening Framework previously announced. That framework remains in effect except that Tier 1 is substituted for the previous County Data Monitoring List (which has equivalent criteria to Tier 1).
- Schools in counties within Tier 1 are not permitted to re-open for in-person instruction, with an exception for waivers granted by local health departments for TK-6 grades. So TK-6 waivers can still be requested as described in our Legal Update No. 46-2020.<sup>4</sup>
- Schools that are not authorized to re-open, including TK-6 schools that have not received a waiver, may provide structured, in-person supervision and services to students under the Guidance for Small Cohorts/Groups of Children and Youth. Please see our Legal Update No. 51-2020.<sup>5</sup>
- Schools are eligible for re-opening fully for in-person instruction following California School Sector Specific Guidelines once the county is off Tier 1 for 14 days, which is similar to being off the County Data Monitoring List for at least 14 days.
- Potential re-closure should follow the July 17, 2020 School Re-opening Framework.

#### General rules of the Tier Framework:

- CDPH will assess indicators weekly and the first weekly assessment will be released on September 8, 2020;
- A county will remain in a tier for a minimum of three weeks before being able to advance to a later tier;
- A county can only move forward one tier at a time, even if metrics qualify for a more advanced tier;
- If a county's case rate and test positivity measure fall into two different tiers, the county will be assigned to the more restrictive tier; and
- City local health jurisdiction (“LHJ”) data will be included in overall metrics, and city LHJs will be assigned the same tier as the surrounding county.

<sup>4</sup> <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>.

<sup>5</sup> <https://files.covid19.ca.gov/pdf/guidance-schools-cohort-FAQ.pdf>.



Counties will be assigned an initial step on August 28, 2020, through the following process:

- Each county is assigned to a tier based on an adjusted case rate and test positivity from the prior two reporting periods and if a county's case rate and test positivity measure fall into two different tiers, the county will be assigned the more restrictive tier;
- This tier status will be effective on Monday, August 31, 2020;
- If a county is initially assigned to Purple Tier 1 and has met the criteria for a less restrictive tier the prior week, the county only needs to meet the criteria for a less restrictive tier for one more week to move to the Red Tier 2; and
- For the September 8, 2020, assignment, a county does not need to remain in the Purple Tier 1 for three weeks, but for all subsequent assessments, a county must remain in a tier for three weeks and meet the criteria to advance as described below.

For a county to advance:

- A county must have been in the current tier for a minimum of three weeks, except as described in the "Initial step applied on August 28, 2020" section above;
- A county must meet criteria for the next tier for both measures for the prior two consecutive weeks in order to progress to the next tier; and
- In addition, the state will establish health equity measures on activities such as data collection, testing access, contact tracing, supportive isolation, and outreach that demonstrate a county's ability to address the most impacted communities within a county, which may include additional measures addressing health outcomes such as case rates, hospitalizations and deaths that will be developed and tracked for improvement.

Some counties may be moved back to a lower tier depending on various factors:

- During the weekly assessment, if a county's adjusted case rate and/or test positivity has been within a more restrictive tier for two consecutive weekly periods, the county must revert to the more restrictive tier;
- At any time, state and county public health officials may work together to determine targeted interventions or county wide modifications necessary to address impacted hospital capacity and drivers of disease transmission, as needed; and
- Counties will have three days to implement any sector changes or closures unless extreme circumstances merit immediate action.

Please note that in addition to the various State-Wide CDPH guidance, County Local Health Officers ("LHOs") may issue more restrictive guidance for a specific county.

Our office will continue to do our best to provide timely legal guidance to help schools understand and comply with the various directives issued to address COVID-19 issues.

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



School & College Legal Services of California  
Tel: (707) 524-2690 Fax: (707) 578-0517  
[www.sclsca.org](http://www.sclsca.org)

*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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SANDRA SHEWRY, MPH, MSW  
Acting Director

State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
Governor

**Statewide Public Health Officer Order,  
August 28, 2020**

On March 19, 2020, the State Public Health Officer issued an order directing all individuals living in the State of California to stay at home except as needed to facilitate authorized activities or to maintain the continuity of operations of critical infrastructure sectors. (See March 19, 2020 Order.) The scope of activities authorized under this order was subsequently modified in additional state public health directives. Then, consistent with Executive Order N-60-20, the State Public Health Officer set out California's path forward from this "Stay-at-Home" Order in California's Pandemic Resilience Roadmap. That Roadmap identified four stages of the pandemic: safety and preparation (Stage 1), reopening of lower-risk workplaces and other spaces (Stage 2), reopening of higher-risk workplaces and other spaces (Stage 3), and finally an easing of final restrictions leading to the end of the stay-at-home order (Stage 4). On July 13, 2020, in response to a significant increase in the spread of COVID-19, the State Public Health Officer ordered the statewide closure of operations in certain high-risk sectors. (See July 13, 2020 Order.) Counties on the County Monitoring List for three consecutive days were also required to close additional indoor operations for certain sectors in order to further slow community transmission.

Community spread of infection remains a significant concern across the state. In addition to the impact on the general population, community spread increases the likelihood of expanded transmission of COVID-19 in congregate settings such as nursing homes, homeless shelters, jails and prisons. Infection of vulnerable populations in these settings can be catastrophic. Higher levels of community spread also increase the likelihood of infection among individuals at higher risk of serious outcomes from COVID-19, including the elderly and those with underlying health conditions who might live or otherwise interact with an infected individual. COVID-19 infection is also disproportionately impacting our essential workforce. The anticipated influenza season is likely to impose additional burdens on the healthcare delivery system, increasing demand for space, supplies, and personnel.

The COVID-19 pandemic continues to evolve, and CDPH is continually monitoring new scientific evidence and improving its understanding of the disease. Based on the current state of the pandemic in California and current scientific understanding of transmission, it is my judgment that it is appropriate to further refine the approach in order to gradually reopen businesses and activities while reducing the risk of increased community spread. A targeted system for sector reopenings which considers both current epidemiological conditions and the latest understanding of transmission risk in certain



sectors will allow CDPH to monitor both counties and sectors for evidence of increased epidemiological risk and will reduce risk as California continues to reopen its economy and protect public health. California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe sets forth in detail the basis for the new Framework.

**NOW, THEREFORE, I, as Acting State Public Health Officer of the State of California, order all of the following:**

1. The updated framework for reopening, which shall be known as California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe, will rely on a set of Tiers corresponding to specific epidemiological profiles based on indicators of disease burden including case rates per capita and percent of positive covid-19 tests and proportion of testing and other covid-19 response efforts addressing the most impacted populations within a county. For each progressive Tier, this framework will permit a broader range of reopening guided by risk-based criteria pertinent to each sector. I may modify the epidemiological criteria for each Tier as well as the sectors, businesses, establishments, or activities within the Tiers as necessary based on the latest available public health information and research to protect public health and safety. The up-to-date Tier profiles and those sectors, businesses, establishments, or activities that are permitted to open in each Tier will be posted (along with necessary modifications), at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyMonitoringOverview.aspx>.
2. Pursuant to this framework, all local health jurisdictions in the state may reopen specified sectors according to their respective county's Tier. However, a local health jurisdiction that moves to a Tier permitting further reopening must pause for 21 days, or a different period that I identify, before reopening additional sectors.
3. Conversely, a local health jurisdiction must also close sectors according to their respective county's Tier consistent with the timeline and procedures set forth in California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe.
4. A local health jurisdiction may continue to implement or maintain more restrictive public health measures if the jurisdiction's Local Health Officer determines that health conditions in that jurisdiction warrant such measures.

### Terms of Orders

5. This order shall go into effect August 31, 2020 and shall supersede the July 13, 2020 State Public Health Officer Order.
6. This order shall remain in effect until I determine it is appropriate to modify the order based on public health conditions.
7. I will continue to monitor the epidemiological data and will modify California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe as required by the evolving public health conditions. If I determine that it is necessary to change what will reopen or close, or otherwise modify the Plan, these modifications will be posted at California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe.
8. Except to the extent this order or other state public health directives expressly provide otherwise, all CDPH guidance continues to apply statewide.
9. All references in CDPH or other State guidance to the County Monitoring List or the County Data Monitoring List shall refer to those counties falling within Tier 1 of California's Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe.
10. This order is issued pursuant to Health and Safety Code sections 120125, 120130(c), 120135, 120140, 120145, 120150, 120175, 120195 and 131080; EO N-60-20, N-25-20, and other authority provided for under the Emergency Services Act; and other applicable law.



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Erica S. Pan, MD, MPH  
Acting State Public Health Officer  
California Department of Public Health

# COVID-19

## Blueprint for a Safer Economy

California has a new blueprint for reducing COVID-19 in the state with revised criteria for loosening and tightening restrictions on activities. Find out how businesses and activities can open in counties statewide beginning on August 31. See the activities and business tiers.

**TO: All Californians**

**SUBJECT: Plan for Reducing COVID-19 and Adjusting Permitted Sector Activities to Keep Californians Healthy and Safe**

This guidance outlines an updated framework for a safe progression of opening more businesses and activities in light of the pandemic. The framework for this guidance is informed by increased knowledge of disease transmission vulnerabilities and risk factors and is driven by the following goals:

- 1) To progress in phases based on risk levels with appropriate time between each phase in each county so impacts of any given change can be fully evaluated.
- 2) To aggressively reduce case transmission to as low a rate as possible across the state so the potential burden of flu and COVID-19 in the late fall and winter does not challenge our healthcare delivery system's ability to surge with space, supplies and staff. Also, with winter weather pushing more activities indoors, low levels of transmission in the community will make large outbreaks in these riskier settings less likely.
- 3) To simplify the framework and lay out clear disease transmission goals for counties to work towards.

### Tier Framework

This framework lays out the measures that each county must meet, based on indicators that capture disease burden, testing, and health equity. A county may be more restrictive than this framework. This framework also notes signals of concern, including impacted healthcare capacity that may lead towards a dimming intervention. This framework replaces the current County Data Monitoring metrics. As the COVID-19 pandemic continues to be an evolving situation and new evidence and understanding emerges, the California Department of Public Health (CDPH) will continue to reassess metric thresholds.

See chart below for the framework metrics as set according to tiers based on risk of community disease transmission.

	Higher Risk → Lower Risk of Community Disease Transmission			
	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
<b>Measures*</b>				
New cases**/100,000 population per day (7 day average; 7 day lag)	>7	4-7	1-3.9	<1
Testing % Positivity (7 day average; 7 day lag)	> 8%	5-8%	2-4.9%	<2%

\*To advance to the next tier, a county must also meet health equity measures as described below.

\*\*Case rate will be determined using confirmed (by PCR) cases, and will not include state and federal inmate cases. Case rates include an adjustment factor for counties that are testing above the state average. The incidence is adjusted downwards in a graduated fashion, with a maximum adjustment at twice the State average testing rate.

## Moving through the Tiers

### Rules of the framework:

1. CDPH will assess indicators weekly. The first weekly assessment will be released on September 8, 2020.
2. A county will remain in a tier for a minimum of three weeks before being able to advance to a later tier.
3. A county can only move forward one tier at a time, even if metrics qualify for a more advanced tier.
4. If a county's case rate and test positivity measure fall into two different tiers, the county will be assigned to the more restrictive tier.
5. City local health jurisdiction (LHJ) data will be included in overall metrics, and city LHJs will be assigned the same tier as the surrounding county.

### Initial step applied on August 28, 2020:

1. Each county is assigned to a tier based on an adjusted case rate and test positivity from the prior two reporting periods. If a county's case rate and test positivity measure fall into two different tiers, the county will be assigned the more restrictive tier.
2. This tier status will be effective on Monday, August 31, 2020.
3. If a county is initially assigned to Purple Tier 1 and has met the criteria for a less restrictive tier the prior week, the county only needs to meet the criteria for a less restrictive tier for one more week to move to the Red Tier 2. (For the September 8, 2020 assignment, a county does not need to remain in the Purple Tier 1 for three weeks. For all subsequent assessments, a county must remain in a tier for three weeks and meet the criteria to advance as described below.)

### To advance:

1. A county must have been in the current tier for a minimum of three weeks, except as described in the "Initial step applied on August 28, 2020" section above.
2. A county must meet criteria for the next tier for both measures for the prior two consecutive weeks in order to progress to the next tier.
3. In addition, the state will establish health equity measures on activities such as data collection, testing access, contact tracing, supportive isolation, and outreach that demonstrate a county's ability to address the most impacted communities within a county. Additional measures addressing health outcomes such as case rates, hospitalizations and deaths, will also be developed and tracked for improvement.

### To move back:

1. During the weekly assessment, if a county's adjusted case rate and/or test positivity has been within a more restrictive tier for two consecutive weekly periods, the county must revert to the more restrictive tier.
2. At any time, state and county public health officials may work together to determine targeted interventions or county wide modifications necessary to address impacted hospital capacity and drivers of disease transmission, as needed.
3. Counties will have three days to implement any sector changes or closures unless extreme circumstances merit immediate action.

## Risk Criteria

Activities and sectors will begin to open at a specific tier based on risk-based criteria, as outlined below. Lower risk activities or sectors are permitted sooner and higher risk activities or sectors are not permitted until later phases. Many activities or sectors may increase the level of operations and capacity as a county reduces its level of transmission.

### Criteria used to determine low/medium/high risk sectors

- Ability to accommodate face covering wearing at all times (e.g. eating and drinking would require removal of face covering)
- Ability to physically distance between individuals from different households
- Ability to limit the number of people per square foot
- Ability to limit duration of exposure
- Ability to limit amount of mixing of people from differing households and communities
- Ability to limit amount of physical interactions of visitors/patrons
- Ability to optimize ventilation (e.g. indoor vs outdoor, air exchange and filtration)
- Ability to limit activities that are known to cause increased spread (e.g. singing, shouting, heavy breathing; loud environs will cause people to raise voice)

## Schools

Schools may reopen-for in-person instruction based on equivalent criteria to the July 17<sup>th</sup> School Re-opening Framework previously announced. That framework remains in effect except that Tier 1 is substituted for the previous County Data Monitoring List (which has equivalent criteria to Tier 1). Schools in counties within Tier 1 are not permitted to reopen for in-person instruction, with an exception for waivers granted by local health departments for TK-6 grades. Schools that are not authorized to reopen, including TK-6 schools that have not received a waiver, may provide structured, in-person supervision and services to students under the Guidance for Small Cohorts/Groups of Children and Youth.

Schools are eligible for reopening fully for in-person instruction following California School Sector Specific Guidelines once the county is off Tier 1 for 14 days, which is similar to being off the County Data Monitoring List for at least 14 days.

Potential re-closure should follow the July 17<sup>th</sup> School Re-opening Framework.

## County Data Adjudication Process

If a county finds that there is discrepancy between the county's and state's calculated data for the above defined measures, the county shall notify the County Data Monitoring Regional Coordinator. The county may request a meeting to discuss with local and state epidemiology leads to compare data. In addition, CDPH will work with

California Conference of Local Health Officers and County Health Executives Association of California to develop other methodologies to assess qualitative and contextual information impacting these metrics and the most appropriate interventions.

Once a discrepancy is adjudicated by CDPH, any updated tier status will be determined by CDPH and the tier status will be reflected on the public website within 48 hours, as appropriate.

Page Last Updated : August 28, 2020



Sandra Shewry  
Acting Director

State of California—Health and Human  
Services Agency  
**California Department of  
Public Health**



GAVIN NEWSOM  
Governor

August 25, 2020

**TO:** All Californians

**SUBJECT:** Guidance for Small Cohorts/Groups of Children and Youth

This guidance applies to groups of children and youth in controlled, supervised, and indoor environments operated by local educational agencies, non profits, or other authorized providers, including, but not limited to, public and private schools; licensed and license-exempt child care settings; organized and supervised care environments, i.e., "distance learning hubs"; recreation programs; before and after school programs; youth groups; and day camps.

**Guidance and directives related to schools, child care, day camps, youth sports, and institutions of higher education are not superseded by this document and still apply to those specified settings.**

**Purpose:** To provide guidance for necessary in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth, and for those programs to understand the required health and safety practices needed to prevent the spread of COVID-19 in their settings.

**Definitions:**

Cohort: a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Supervising adult: an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parent or caregiver, or other designated supervising adult(s).

Supervised care environment: an environment where multiple children or youth, from multiple families or households, are being supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school campus.

**Considerations for Cohorts**

Utilizing cohorts minimizes the number of people exposed if a COVID-19 case is identified in a child or youth attendee, provider, other instructional support provider, or staff member of a particular cohort.



Children or youth, attendees and adults in supervised care environments during the COVID-19 pandemic must be in groups as small as possible. This practice decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing, quarantine, and isolation of a single cohort instead of an entire population of children or youth and supervising adults in the event of a positive case or cluster of cases.

While present at the supervised care environment, children or youth and supervising adults in one cohort must not physically interact with children or youth and supervising adults in other cohorts, other child facility staff, or parents of children or youth in other cohorts.

#### *Cohort Size*

- Cohorts must be limited to no more than 14 children and youth.
- Cohorts must be limited to no more than two supervising adults.
- Requirements for adult to child ratios continue to apply for licensed child care programs.
- Cohorts can be divided, as needed, into subgroups of children and youth from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- The maximum cohort size applies to all children and youth in the cohort, even when all children are not participating at the same time. For example:
  - A cohort may not include 6 children or youth who attend full-time, 6 children on Mon/Wed/Fri, and 6 children on Tue/Thu (total of 18).
  - A cohort may not include 8 children or youth who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

#### *Cohort Mixing*

- Prevent interactions between cohorts, including interactions between staff assigned to different cohorts.
  - Assign children and youth who live together or carpool together to the same cohort, if possible.
  - Avoid moving children and youth from one cohort to another, unless needed for a child's overall safety and wellness.
  - Cohorts must be kept separate from one another for special activities such as art, music, and exercise. Stagger playground time and other activities so that no two cohorts are in the same place at the same time.
- One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort.
- Specialized service includes but not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
- Services must be provided consistent with the industry guidance for Limited Services (PDF).

#### **Considerations for Staff**

Supervising adults should be assigned to one cohort and must work solely with that cohort. Avoid changing staff assignments to the extent practicable. Substitute providers who are covering for short-term staff absences are allowed but must only work with one cohort of children per day.

Meetings among the staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

### **Precautions and Considerations**

Physical distancing, in combination with the use of face coverings, decreases the risk of COVID-19 from respiratory droplets. Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the CDPH Schools Guidance regarding face coverings. Physical distancing between young children in the same cohort should be balanced with developmental and socio-emotional needs of this age group. Supervised care settings should follow applicable industry guidance on appropriate use of face coverings by children and youth.

See the CDPH Guidance on Schools and School Based Programs (PDF) and on Child Care (PDF) for additional considerations regarding, face masks, meals, cleaning, drop off and pick up and health screening.

California Department of Public Health  
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377  
Department Website ([cdph.ca.gov](http://cdph.ca.gov))



Page Last Updated : August 25, 2020



## **Providing Targeted, Specialized Support and Services at School**

**August 25, 2020**

On August 25, 2020, the California Department of Public Health (CDPH) issued Guidance Related to Cohorts (Cohorting Guidance), which sets minimum health and safety guidelines across multiple sectors serving youth, including childcare and schools (public and private). The following is intended to supplement the Cohorting Guidance with responses to frequently asked questions specific to the provision of school-based targeted, specialized support. Insofar as a question is not addressed, local school officials—in collaboration with local health departments and school-based staff (including, if applicable, organized labor)—should implement measures consistent with local operations and needs.

**Background:** On March 4, 2020, the Governor proclaimed a State of Emergency in California as a result of the impacts of COVID-19 to make additional resources available and help the state prepare to respond to an increasing number of individuals requiring medical care and hospitalization as a result of a broader spread of COVID-19. Since that time, the State Public Health Officer and the CDPH have issued multiple public health directives to combat the COVID-19 pandemic, including, on July 17, 2020, the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools (Framework).

The Framework prohibits in-person instruction at schools operating in a county on the State's Monitoring List due to high rates of COVID-19, and permits elementary schools in those counties to request a waiver to permit reopening for in-person instruction where conditions and safety plans permit. On August 3, 2020, CDPH provided further guidance to the July 17 reopening framework and detailed information regarding the elementary school waiver process. The August 3 guidance noted that additional guidance was forthcoming to identify conditions in which schools otherwise prohibited from reopening for full in-person instruction can offer in-person services to small groups of students. On August 25, 2020, CDPH issued the Cohorting Guidance regarding permissible small-group in-person services.

### **Does the Cohorting Guidance apply to K-12 school settings?**

Yes. The Cohorting Guidance authorizes small-group, in-person services in controlled, supervised, and indoor environments, such as those operated by local educational agencies (LEAs). The Cohorting Guidance applies to schools that cannot reopen for in-person instruction pursuant to the July 17 Framework, including elementary schools in



those jurisdictions that have not received an elementary school waiver through the local public health office. Under these circumstances, school officials should develop and implement plans in collaboration with local health officials and school-based staff (including, if applicable, organized labor), but are not required to receive express approval from the local health department. They are, however, required to adhere to any applicable, more restrictive local public health directive.

Schools that have been authorized to reopen for in-person instruction under the July 17 Framework, including elementary schools operating pursuant to a waiver, must adhere to the industry guidance for K-12 Schools and any applicable order or directive of the local public health office.

**Is the intent to allow for in person instruction for all students?**

No. The purpose of this guidance is to establish minimum parameters for providing specialized services, targeted services and support for students while schools are otherwise closed for in-person instruction in ways that maintain the focus on health and safety to minimize transmission.

**If a school is closed for in-person instruction, is it permissible for a small set of students to receive in-person targeted, specialized support and services on campus?**

Yes. In-person targeted, specialized support and services in stable cohorts is permissible when the school is able to satisfy all of the conditions detailed in the Cohorting Guidance, including:

- Limiting cohort size
- Restricting cohort mixing
- Maintaining proper physical distancing, masking, cleaning and other safety measures

**Does the Cohorting Guidance require schools to provide small-group, in-person services if they are otherwise prohibited to reopen under the July 17 Framework?**

No. It clarifies the conditions that must be met to offer in-person services for small groups of students if a school is otherwise unable to reopen under state public health directives. This guidance enables schools to provide supervision and care for students, including specialized services for students with disabilities and English learners, access to internet and devices for distance learning, and in-person support for at-risk and high-need students.

**Which students can be served in cohorts during school closures?**

The determination is made at the LEA- and school-level based on the needs of students. Students with disabilities should be prioritized by the LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth and students experiencing homelessness may also be prioritized.

**What qualifies as a specialized and targeted support services?**

Specialized services are determined by LEAs and include but are not limited to occupational therapy services, speech and language services, and other medical services, behavioral services, educational support services as part of a targeted intervention strategy or assessments, such as those related to English learner status, individualized educational programs and other required assessments.

**What are cohorts?**

In the K-12 Schools setting, cohorts are stable groups of students with no more than two supervising adults, who are meeting for targeted supports and intervention services, under the direction of the LEA, while the school is closed to in person instruction and in addition to distance learning. Regardless of the name (e.g., “learning hubs” or “pods”), all of the provisions in the Cohorting Guidance must be followed for such cohorts to meet, whether they are operated by LEAs, non-profits, or other providers.

**How should stable cohorts be established?**

As outlined in the Cohorting Guidance, stable cohorts are groups of students, with the same supervising adult(s), that stay together throughout the day. The cohort must operate so that students and supervising adults within the group only have physical proximity with members of their cohort during the day. Supervising adults and students must not interact with other cohorts. This practice decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing, quarantine, and isolation of a cohort instead of requiring the suspension of all such groups operating on a site in the event of a positive case or cluster of cases.

**What is the maximum size for cohorts?**

Cohorts are limited to no more than 14 students, with no more than 2 supervising adults in a supervised environment. The number of students and staff who make up a cohort should be based on student needs. Cohorts can – and often will – be smaller than 14, staffed by 1 or 2 consistent adults. For example, a cohort could be 6 students with 1 adult or 8 students with two adults that stay together throughout the day. In addition, a cohort can be divided into subgroups of students that may interact with one another



during the day, as long as there are no more than 14 students and no more 2 supervising adults in that cohort overall.

**Can students receive additional specialized services or targeted support and services if they are not part of a cohort or outside of their cohort from a different supervising adult(s)?**

Yes. Students may receive one-on-one services and supports from other qualified adults. These additional supports and services must be done individually and cannot be done with other students. Staff who are providing specialized services or targeted support – such as speech or occupational therapy or intensive tutoring -- should be assigned to work with students in as few cohorts as possible and must observe appropriate precautions to prevent transmission, including wearing appropriate personal protective equipment (PPE), as specified in the [industry guidance for Limited Services](#). It is also important to prevent other staff people (e.g., administrators, counselors, or nurses) who not a supervising adult in a cohort or providing one-on-one services from interacting with cohorts unless necessary to respond to exigent health or safety issue, as they can transmit the virus from one cohort to another, thus greatly increasing the number of contacts for any given case.

**Can different cohorts of students interact with each other?**

No. Group stability is important to minimize exposure and for effective contact tracing so students and supervising adults cannot interact with different cohorts. Separation between cohorts is maintained either by having each cohort in a separate room or in its own space created by partitions. Given the layout of K-12 schools with multiple classrooms, schools should generally maintain separation between cohorts by assigning each cohort to its own classroom. Outdoor space or other dedicated space may be used when it allows for separation from other cohorts and adequate physical distancing.

**Can schools have different cohorts on different days?**

Yes. Schools can have cohorts of students who participate only on certain days or certain times during the day. Proper cleaning must be done in between different cohorts of students occupying the same space. For example, a school can have cohort(s) of students receiving services and supports Monday and Tuesday with separate cohort(s) on Wednesdays and Thursdays.

**Can students change cohorts?**

Students changing cohorts must be avoided, unless a change is needed for the student's overall safety and wellness.

**How many cohorts can be established on a single school site?**

The number of cohorts will depend on the school's enrollment size and available building capacity. Local school officials – in collaboration with local health departments and school-based staff – should determine the number of cohorts that can be safely established to avoid interactions between cohorts. In general, given the need for physical distancing and separation of cohorts, the number of students on a given school site should generally not exceed 25% of the school's enrollment size or available building capacity.

**How will physical distancing be maintained within cohorts?**

Groups must be no larger than can be accommodated by the space available in the facility to provide at least 6 feet of distance between each person, including staff, but in no instance larger than 14 students and 2 supervising adults. The smaller the group, the less risk of spreading disease. As cohort groups increase in size, or as they have any contact with other cohorts, the risk of spreading disease increases.

**Can staff meet?**

Group meetings with staff from different cohorts should be done remotely, outdoors or in large spaces such as gymnasiums or multipurpose rooms, with windows open, as much as possible, avoiding small spaces with windows closed. All staff must wear appropriate face coverings and maintain at least 6 feet of physical distancing.

**How often should cleaning be done while students are on campus?**

Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. For additional guidance around health and safety standards including cleaning and masking, refer to [CDPH](#) and local health guidance.

# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcrtntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Kashia School District	Frances Johnson, Superintendent/Principal	fjohnson@scoe.org

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community]

Children have no internet so have not been able to participate in distance learning. Children have not been allowed to attend school for in person learning due to County health regulations. Children will need additional enrichment when allowed to return to school.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

In direct conversations with our stakeholders in the community is they strongly prefer in-person learning for the children. Without internet connectivity or skills from the parents to teach distance learning, they strongly recommended in-person learning. Following this consensus we applied for a waiver for in person learning. This waiver has been denied. We continue to work with County and State officials to provide a viable education for our students.

[A description of the options provided for remote participation in public meetings and public hearings.]

Current options include work packets with a daily check by phone or for consultation.

[A summary of the feedback provided by specific stakeholder groups.]

Both parents and board agree that distance learning is not viable until all families have internet access from their homes. They also need training in accessing distance learning and need training in computer skills.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]



As stated previously, stakeholders want in-person learning. All parents are willing to follow safety protocols mandated by the County Health Department and School District. Most of the families do not understand why they cannot have in person learning since they all live in close proximity and their children play together. There are only 3 to 4 households in the entire school. When the waiver was denied, we again applied for an exception. We submitted an explanation of why the stakeholders felt it to be necessary.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

When school is allowed to resume classroom instruction, every attempt will be made to provide enrichment activities in all areas of specific need for each student.

### Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

### Distance Learning Program

#### Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Work pack will be sent home to support classroom learning. In the first we have found very low return rate of these materials due to family situations. In the areas of PE and science, assignments will be given that are hands on projects which should enable students to have success.

## Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

All students have received donated devices, but the only reliable access to the internet is at the school site. We have applied for grants and worked with the Tribe to encourage installation of the internet on the reservation. We have written of the matter in all surveys sent to the school and have notified the State government of the urgent need.

## Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assessments will be determined by the outcome of project based learning as it aligns with Common Core Standards.

## Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

When internet is installed in the homes of children on the Reservation and COVID restrictions are lifted, parent classes will be held in order to educate them with computer and distance learning skills. In the meantime, individual consultations are held with the student and parent.

## Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The staff has by necessity worked many more hours with no guaranteed outcome. One staff member left in fear of the virus as he has elderly parents at home. All staff are impacted with new obligations of monitoring the health of anyone entering the school for any reason.

## Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

All students at Kashia have unique needs and we partner with specific organizations to address these concerns. This includes working with the homeless organization, Sonoma County nutrition program, Indian Health and the local missionaries.

## Actions Related to the Distance Learning Program [Additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

## Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Assessments will be determined by the outcome of project based learning as it aligns with Common Core Standards.

## Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

All students at Kashia have unique needs and we partner with specific organizations to address these concerns. This includes working with the homeless organization, Sonoma County nutrition program, Indian Health and the local missionaries.

## Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Because Kashia is a one classroom school district with 10 students, no child will go unnoticed and will receive direct support from the teacher.

**Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

**Mental Health and Social and Emotional Well-Being**

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Kashia relies on cultural, traditional methods of healing and tribal support. Under Health and Safety, all Native children are served by CA Indian Health. We are in the process of coordinating with them on COVID testing for students and community and establishing a procedure for contact tracing.

**Pupil and Family Engagement and Outreach**

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.]

The school has applied for a waiver in order to provide individualized learning through small tutoring groups.

**School Nutrition**

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Prepared meals are provided by Santa Rosa City Schools and have been since March. Daily meals have and will continue to be provided weekly. Tribal members and staff will continue to deliver meals directly to student homes.

## Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
[Insert percentage here]%	[Insert dollar amount here]

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Kashia is a one classroom K-8 school district. There are currently no English learners. The student population of ten will be directly serviced by the teacher, tutors and volunteers as well as community Tribal members.

# **Kashia ESD**

## **Board Policy**

### **Concepts And Roles**

BP 4000

#### **Personnel**

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

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

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

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Powers of governing board

GOVERNMENT CODE

3540-3549.3 Public education employer-employee relations

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: September 9, 2020

Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Nondiscrimination In Employment**

BP 4030

#### **Personnel**

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

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

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

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

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

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

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



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

### Other Remedies

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

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

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

### Legal Reference:

#### CIVIL CODE

51.7 Freedom from violence or intimidation

#### GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

#### PENAL CODE

422.56 Definitions, hate crimes

#### CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

#### CODE OF REGULATIONS, TITLE 5

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

#### UNITED STATES CODE, TITLE 20

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

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

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

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

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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

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

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

Notice of Non-Discrimination, January, 1999

WEB SITES

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

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: September 9, 2020                      Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Nondiscrimination In Employment**

AR 4030  
**Personnel**

Unlawful discrimination or harassment of an individual includes:

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

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

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

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

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

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

# **Kashia ESD**

## **Administrative Regulation**

### **Complaints Concerning Discrimination In Employment**

AR 4031

#### **Personnel**

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

1. The complaint should be initiated promptly after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The parties also shall be notified of their right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times the district determines appropriate to the circumstances.
5. For the protection of all the parties involved, complaint proceedings shall be kept confidential insofar as appropriate.
6. All documents, communications and records dealing with the investigation of the complaint shall be placed in a confidential district personnel complaint file and not in the employee's individual personnel file.  
  
(cf. 1340 - Access to District Records)  
(cf. 3580 - District Records)  
(cf. 4112.6/4212.6/4312.6 - Personnel Files)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
7. Time limits specified in these procedures may be revised only by written agreement of all parties involved. If the district fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the

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

#### Level I

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

#### Level II

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

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

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

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

#### Level III

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

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

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

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

#### Other Remedies

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

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

##### GOVERNMENT CODE

12920-12921 Nondiscrimination

12940-12948 Discrimination prohibited; unlawful practices, generally

##### UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

##### UNITED STATES CODE, TITLE 42

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

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

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

12101-12213 Americans with Disabilities Act

##### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

#### Management Resources:

##### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS  
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

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

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

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

# **Kashia ESD**

## **Administrative Regulation**

### **Reasonable Accommodation**

AR 4032

#### **Personnel**

#### **Definitions**

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

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

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

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

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

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



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

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

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

#### Requests for Reasonable Accommodation

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

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

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

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

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

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

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

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

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

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

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

#### Reasonable Accommodation Committee

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

#### Appeal Process

Any appeal for reasonable accommodation shall be considered a complaint concerning

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

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

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

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Direct threat

COURT DECISIONS

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

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

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

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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

WEB SITES

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

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

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Criminal Record Check**

AR 4112.5  
**Personnel**

#### Applicants for Employment

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

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

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

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

(cf. 4121 - Temporary/Substitute Personnel)

#### Temporary Certificate of Clearance

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

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

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

#### Subsequent Arrest Notification

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

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

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

#### Current Employees

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

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

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

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

#### Legal Reference:

##### EDUCATION CODE

44010 Sex offense

44332 Temporary certificate

44332.5 Registering certificates by certain districts

44332.6 Criminal record check, county board of education

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

44830.1 Certificated employees, conviction of a violent or serious felony

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

Management Resources:

WEB SITES

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

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

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

# **Kashia ESD**

## **Administrative Regulation**

### **Personnel Files**

AR 4112.6

#### **Personnel**

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

(cf. 4141/4241 - Collective Bargaining Agreement)

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

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

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

#### **Placement of Material in Personnel Files**

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

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

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

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

(cf. 4115 - Evaluation/Supervision)

## Derogatory Information

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## File Review by Employee

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

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

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

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

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

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



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

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

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

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

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

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

#### File Review by Management and Board

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

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

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

#### Legal Reference:

##### EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

##### GOVERNMENT CODE

3305-3306 District police officers; personnel files

6254.3 Disclosure of home address and phone number

##### LABOR CODE

1198.5 Inspection of personnel files

##### PENAL CODE

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

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

# **Kashia ESD**

## **Board Policy**

### **Employment References**

BP 4112.61

#### **Personnel**

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

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

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

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

#### **Legal Reference:**

##### **LABOR CODE**

1050-1054 Reemployment privileges

##### **CIVIL CODE**

47 Privileged communication

##### **CODE OF CIVIL PROCEDURE**

527.3 Labor disputes

##### **CODE OF REGULATIONS, TITLE 5**

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

##### **COURT DECISIONS**

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Employment References**

AR 4112.61

#### **Personnel**

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

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

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

# **Kashia ESD**

## **Board Policy**

### **Employment Of Relatives**

BP 4112.8

#### **Personnel**

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 9270 - Conflict of Interest)

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

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

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

Legal Reference:  
EDUCATION CODE

35107 School district employees

FAMILY CODE

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

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 2

7292.0-7292.6 Marital status discrimination, especially:

7292.5 Employee selection

Management Resources:

WEB SITES

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020      Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Employee Notifications**

AR 4112.9  
**Personnel**

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

#### **Acknowledgments Required by Law**

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

#### **Acknowledgments Not Required by Law**

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

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

2. The district's nonsmoking policy

(cf. 3513.3 - Tobacco-Free Schools)

3. Prohibition of sexual harassment

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

4. The certificated employee's employment status and salary

(cf. 4112.1 - Contracts)

5. State disability insurance rights and benefits

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

6. Certificated employee evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

(cf. 4112.2 - Certification)

8. Notice of layoff

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

9. Derogatory information to be placed in personnel file

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

10. Exhaustion of classified employee's paid leave

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

11. Notice of charges related to disciplinary action

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



12. Notice of intention to dismiss

(cf. 4118 - Suspension/Disciplinary Action)

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

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

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

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

22455.5 STRS information to potential members

22515 Irrevocable election to join STRS

44031 Personnel file contents, inspection

44663 Evaluation and assessment; copy to certificated employee

44916 Written statement of employment status

44940.5-44941 Notification of suspension and intent to dismiss

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified

44955 Reduction in number of employees

45113 Notification of charges

45117 Notice of layoff

45169 Employee salary data

45192 Industrial and accident leave

45195 Additional leave

49079 Notification to teacher

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

PENAL CODE

11166.5 Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

2613 Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

80026.1 Information to applicants

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: September 9, 2020

Stewarts Point, California

# **Kashia ESD**

## **Exhibit**

### **Employee Notifications**

E 4112.9

#### **Personnel**

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

#### **I. To All Employees**

When/Whom to Notify: At the beginning of school year or upon employment

Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11023

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees

Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule

Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: AR 6112

Subject: Public hearing on year-round program

When/Whom to Notify: To all employees, prior to implementing block schedule

Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: AR 6112

Subject: Public hearing on block schedule

When/Whom to Notify: Annually to all employees

Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3 BP 3260

Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When/Whom to Notify: To all employees

Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

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

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

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

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

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

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

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

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

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

Legal Code: Unemployment Insurance Code 2613

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

Subject: Disability insurance rights and benefits

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

Legal Code: 2 CCR 11096, 29 CFR 825.300

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

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

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

Legal Code: 34 CFR 104.8, 106.9

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

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

When/Whom to Notify: Annually to all employees

Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

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

## II. To Certificated Employees

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

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

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

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

Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction

When/Whom to Notify: To certificated employees

Legal Code: Education Code 35171

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

Subject: District regulations related to performance evaluations

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

Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

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

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

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

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

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

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

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

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

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

Legal Code: Education Code 44948.5

Board Policy/Administrative Regulation #: AR 4117.4

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

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

Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

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

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

Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

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

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

Legal Code: Education Code 49079

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

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

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

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7

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

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

Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: AR 0520.2

Subject: School identified for restructuring opportunity to comment and participate

### III. To Classified Employees

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

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

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

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

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

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

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

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

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

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

Legal Code: Education Code 45192, 45195

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

Subject: Exhaustion of leave, opportunity to request additional leave

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

Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

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

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

Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

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

Legal Code: 49 CFR 382.601

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

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

#### IV. To Administrative/Supervisory Personnel

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

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

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

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

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

#### V. To Individual Employees Under Special Circumstances

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

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

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

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

Legal Code: Education Code 44031

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

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

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

Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

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

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

Legal Code: Government Code 54963

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

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

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

Legal Code: Labor Code 3553, 5401

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

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

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

Legal Code: 2 CCR 11049, 29 CFR 825.300

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



Subject: Whether or not employee is eligible for FMLA leave

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

Legal Code: 8 CCR 3204, 5193

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

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

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

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

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

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

Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

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

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

Legal Code: 38 USC 4334

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

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

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

Legal Code: 29 CFR 825.300

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

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

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

Legal Code: 29 CFR 825.300

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

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

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

# **NOTICE OF PUBLIC HEARING**

## **Sufficiency of Instructional Materials**

Notice is hereby given that the Kashia Elementary School District Board of Trustees will conduct a public hearing:

**Date:** Wednesday, September 9, 2020

**Time:** 4:00 p.m.

**Place:** Kashia School District  
31510 Skaggs Spring Road  
Stewarts Point, CA 95480

**Purpose:** To obtain input from the community as to whether each pupil in the Kashia Elementary School District, including English learners, has sufficient textbooks and instructional materials that are aligned to the content standards and are consistent with the cycles and content of the curriculum frameworks in the following subject areas: mathematics, science, history-social science, English/language arts, including the English language development component of an adopted program.

**Posted:** Tuesday, August 25, 2020

**Posted At:** Kashia Elementary School District  
Kashia Community Center  
Stewarts Point Post Office

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## Instructional Materials 2019-20

### K-8

ELA – No EL Students

Math – Go Math

Reading – Houghton Mifflin

Reading Intervention – Great Leaps

Science – Foss Kits and Support Resources

Social Studies – No Textbook – Cultural and Native American Studies

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Resolution 09092021

Compliance with EC (Sufficiency of Instructional Materials)

Before the Kashia Board of Trustees, September 09, 2020

WHEREAS, the Governing Board of the Kashia Elementary School District, pursuant to Education Code Section 60119, held a public hearing on September 11, 2019 to provide the public and Board of Education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and,

WHEREAS, the public hearing was held within eight weeks of the opening of school and did not take place during or immediately after school hours; and,

WHEREAS, the governing board provided 10 days notice to the public of the hearing posted in at least three (3) public places within the district that stated the time place and purpose of the hearing; and,

WHEREAS, the Board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing; and,

WHEREAS, the information provided at the public hearing and to the local governing board at the public meeting detailed that sufficient textbooks and instructional material in all subjects and core areas consistent with the cycles and content of the curriculum frameworks were provided to all students, including English learners, in the classrooms operated by the Kashia Elementary School District; and,

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home; and,

WHEREAS, sufficient textbooks and instructional materials as listed on the attached Adopted Textbook Matrix were provided to each student, including English learners, in mathematics, science, history social science, and English/Language arts, including the English language development component of an adopted program, that are aligned to the academic content standards and are consistent with the cycles and content of the curriculum frameworks;

NOW, THEREFORE, BE IT RESOLVED, that this Board does provide public notice that there exists a sufficiency of textbooks and instructional materials and that no pupils lack sufficient standards aligned textbooks and instructional materials;

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

The foregoing resolution approved and adopted upon the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at a regular meeting of the Kashia Elementary School District Board of Trustees on the 9<sup>th</sup> day of September 2020, by the following vote:

Trustee Glenda Antone: \_\_\_\_\_

Trustee Gene Parrish: \_\_\_\_\_

Trustee Charlene Pinola: \_\_\_\_\_

I hereby certify the foregoing to be a full, true, correct and duly adopted resolution.



Frances Johnson, Superintendent, Board Secretary



Charlene Pinola, Board President

Kashia School District

Resolution Declaring Instructional Method for 2020-2021 School Year

Resolution No. 09092020#1

WHEREAS, Section 34 of Senate Bill 98 ("SB 98"), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies ("LEAs") to offer distance learning in the 2020-2021 school year; and

WHEREAS, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

"(A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19."; and

WHEREAS, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning ("Clarifying Letters"); and

WHEREAS, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

WHEREAS, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

WHEREAS, the Clarifying Letters also stated that it was not the Legislature's intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

WHEREAS, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

WHEREAS, the Governing Board of the Kashia School District ("District") has reviewed the Sonoma County Roadmap to Reopening Schools in determining which instructional model best

meets the needs of the District, its students and staff, in light of the District's available infrastructure and safety concerns.

NOW THEREFORE, BE IT RESOLVED THAT, the Governing Board of the Kashia School District has determined that at this time in-person direct instruction cannot be provided in compliance with the Sonoma County Roadmap to Reopening Schools.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Kashia School District has determined that in-person direct instruction will not be offered as an available instructional model [insert time period with dates – such as two school months (40 days), etc.].

BE IT FURTHER RESOLVED THAT, the Governing Board of the Kashia School District will be offering the following instructional methods during the 2020-2021 school year:

[Insert Instructional Methods for the time period noted above]

PASSED AND ADOPTED by the Governing Board of the Kashia School District as its meeting on the \_\_\_\_ day of \_\_\_\_\_, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
[Name]

Clerk, Governing Board

\_\_\_\_\_  
School District

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

**SECTION A: REQUEST INFORMATION**

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

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: <b>Kashia Elementary School District</b>		COUNTY CODE: <b>49</b>	DISTRICT CODE: <b>70888</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Frances Johnson</b>		FISCAL YEAR: <b>2020-21</b>		
ADDRESS: <b>PO Box 129 31510 Skaggs Spring Road</b>		COUNTY NAME: <b>Sonoma</b>		
CITY: <b>Stewarts Point</b>	STATE: <b>CA</b>	ZIP CODE: <b>95480</b>		
CONTACT NAME: <b>Frances Johnson</b>	TITLE: <b>Superintendent/Principal</b>	PHONE: <b>707-785-9682</b>	E-MAIL: <b>fjohnson@scoe.org</b>	

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

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

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

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

☐ Not Applicable (Proceed to Section C)

☐ Supplemental Page(s) Attached

## SECTION B: SCHOOL CLOSURE

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

August 24th to 26th - add additional fires on Meyers Grade near Jenner and Dry Creek Road - recommended evacuation continued - Hwy 1 closed, Skaggs closed, heavy smoke, many residents not able to return home due to unsafe road and air conditions.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/for/aa/aa113a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

[illegible]

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

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Kashia Elementary School	6052013	2019-20	October 2, 9, 10, 25, 28-31 & Nov 1, 2019	Power Outages, Smoke, PSPS, Evacuation Order	No
Kashia Elementary School	6052013	2018-19	Feb 27 & 28, Jan 17 & Nov 9, 2018-19	Power Outages/mud slide/tree down - Fires/Smoke	Yes/No
Kashia Elementary School	6052013	2017-18	October 10, 2017	Fires caused unsafe air quality	No
Kashia Elementary School	6052013	2016-17	January 9 & 10, 2017	No power at school - downed tree - mud slide	Yes
Kashia Elementary School	6052013	2014-15	Date Unavailable - one day	No power at school	Yes



## SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)

☐ Supplemental Page(s) Attached

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

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

Form J-13A | 3

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

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

☐ Not Applicable (Proceed to Section E)

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

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

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

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Kashia Elementary School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Glenda Antone

Absent

Gene Parrish

Gene J. Parrish

Charlene Pinola

Charlene C. Pinola

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

Subscribed and sworn (or affirmed) before me, this 23rd day of September, 2020

Witness: Frances Johnson (Name)

Frances Johnson (Signature)

Title: Superintendent

of Sonoma

County, California

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

Superintendent (or designee):

(Name)

(Signature)

Authorizing LEA Name:

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

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

County Superintendent of Schools (or designee): Steven Herrington

(Name)

(Signature)

Subscribed and sworn (or affirmed) before me, this

day of

Witness: Shelley Stiles

Title:

Director EFS

of Sonoma

County, California

COE contact/individual responsible for completing this section:

Name: Shelley Stiles

Title: Director EFS

Phone: 707-524-2635

E-mail: sstiles@scoe.org

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

SECTION E: AFFIDAVIT

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

Board Members Names

Board Members Signatures

Glenda Antone

Gene Parrish

Charlene Pinola

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

Subscribed and sworn (or affirmed) before me, this 9th day of September, 2020

Witness: Charlene Pinola

(Name)

Charlene C. Pinola

(Signature)

Title: Board President

of Sonoma

County, California

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

Superintendent (or designee):

Frances Johnson

(Name)

Frances Johnson

(Signature)

Authorizing LEA Name: Kashia Elementary School District

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

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

County Superintendent of Schools (or designee):

Steven Herrington

(Name)

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

(Signature)

Witness: Shelley Stiles

(Name)

Title: Director EFS

of Sonoma

County, California

COE contact/person responsible for completing this section:

Name: Shelley Stiles

Title: Director, External Fiscal Serv

Phone: 707-524-2635

E-mail: sstiles@scoe.org

# KASHIA SCHOOL DISTRICT

## MASTER CALENDAR

### 2020-21

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F	
<b>JULY</b>					<b>0</b>
		1	2	3	3-Holiday-Independence Day
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
<b>AUGUST</b>					<b>9</b>
3	4	5	6	7	
10	11	12	13	14	14-18-Certificated/Library Staff Dev/Work
17	18	19	20	21	18 - Aide Staff Development /Work
24	25	26	27	28	19 - Students Return
31					
<b>SEPTEMBER</b>					<b>20</b>
	1	2	3	4	
7	8	9	10	11	7-Holiday-Labor Day
14	15	16	17	18	
21	22	23	24	25	25-Native American Day
28	29	30			
<b>OCTOBER</b>					<b>22</b>
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
<b>NOVEMBER</b>					<b>15</b>
2	3	4	5	6	
9	10	11	12	13	11-Holiday - Veteran's Day
16	17	18	19	20	17-20 - Parent Conferences/Early Release
23	24	25	26	27	23-25 - No Students/Staff
30					26-27 - Holiday - no Students/Staff
<b>DECEMBER</b>					<b>14</b>
	1	2	3	4	
7	8	9	10	11	18 - Early Release
14	15	16	17	18	21-31 Winter Break
21	22	23	24	25	25 - Holiday Christmas
28	29	30	31		

M	T	W	TH	F	
<b>JANUARY</b>					<b>19</b>
				1	1-Holiday-New
4	5	6	7	8	4- School Resur
11	12	13	14	15	
18	19	20	21	22	18-Holiday-Mai
25	26	27	28	29	
<b>FEBRUARY</b>					<b>15</b>
1	2	3	4	5	
8	9	10	11	12	15-16-Holiday-
15	16	17	18	19	17-19-Presiden
22	23	24	25	26	26-Early Releas
<b>MARCH</b>					<b>21</b>
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	19- Staff Develc
22	23	24	25	26	26- Emergency
29	30	31			
<b>APRIL</b>					<b>17</b>
			1	2	
5	6	7	8	9	
12	13	14	15	16	12-16 Spring B
19	20	21	22	23	
26	27	28	29	30	
<b>MAY</b>					<b>19</b>
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	28-Emergency
31					31-Holiday-Mei
<b>JUNE</b>					<b>9</b>
	1	2	3	4	4 - Early Releas
7	8	9	10	11	11-Last Day of
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo	Aides	184
Total Work Days	10 Mo	Other Classified	Various
Total Work Days	10 Mo	Certificated	186
Total Work Days	12 Mo	Classified	Various

<b>K-8</b>		
<b>TRIMESTER ENDS</b>		
First	60	November 13

	Holiday
	No School
	Staff Development

HOLIDAYS	
10 Mo	10
12 Mo	11

Emergency Days:  
Friday, March 26  
Friday, May 28

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



Entered On: Wednesday August 19th, 2020 :: 04:33 p.m. PDT

English

Español

### Alert:

Evacuation Warning for the Walbridge Fire (Fire 13-4) in the Timbercove/Fort Ross Areas

### Walbridge Fire (Fire 13-4) Evacuation Warning Update

Evacuation Warning has been expanded to include all residents in the following area:

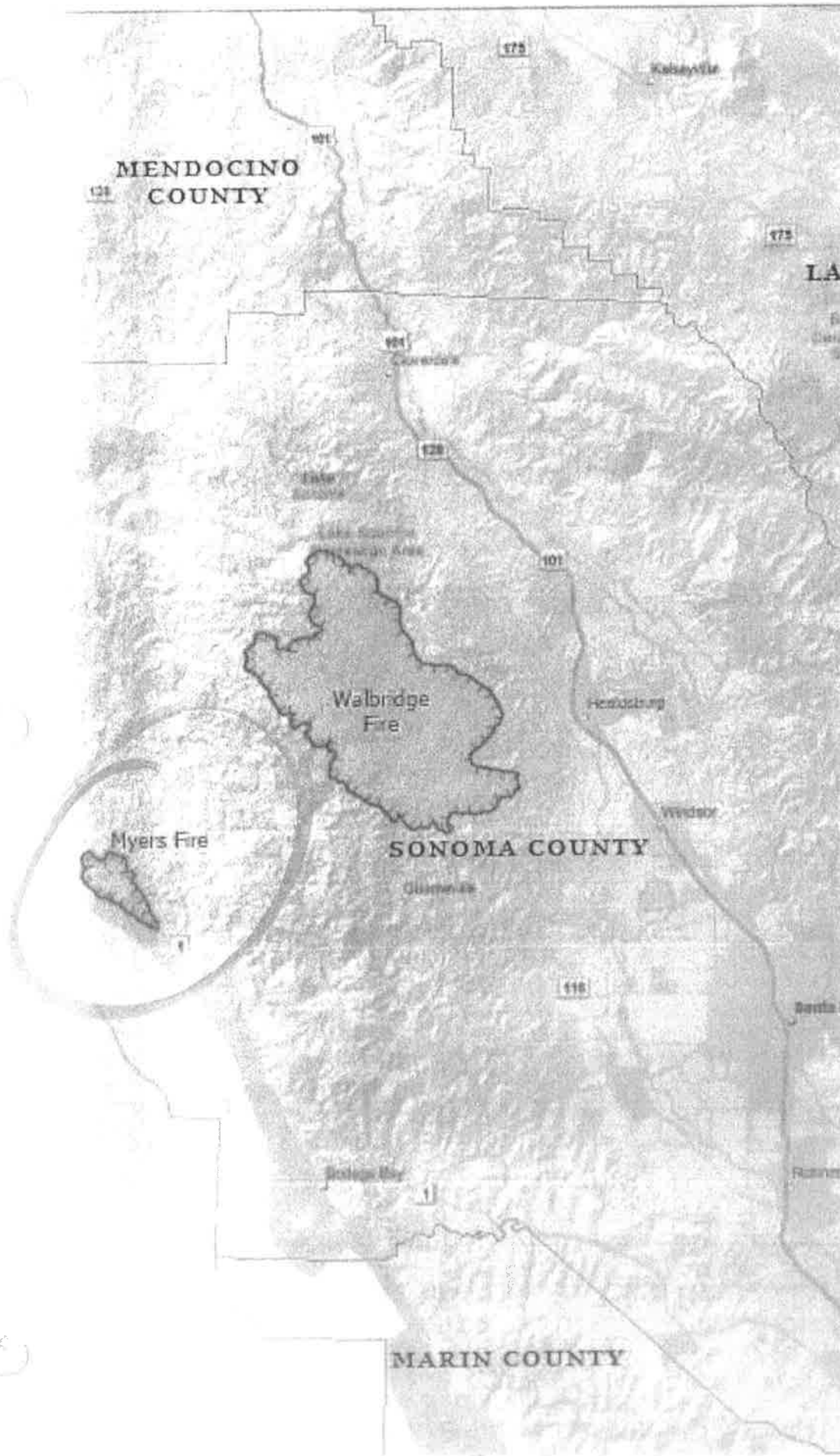
#### Map Grid 1C1

All areas east of the Sonoma coast to the south fork of the Gualala River.

South of Kruse Ranch Rd. and Howser Bridge Rd. to Fort Ross Rd.

Be advised if you live in this area you may be ordered to evacuate soon. Do not wait to start gathering your things and be ready to leave. If you feel you are in danger please evacuate now. Check with your neighbors to ensure they have been made aware of the warning.

The public is reminded to stay vigilant on current fire conditions. Please continue to adhere to road closures and any evacuation warnings. A reminder to drive slowly and yield to emergency personnel in the area. There may be smoke in the respective areas as firefighters continue firefighting operations. If at any time you feel





Entered By: Sonoma County Sheriff's Office

Entered On: Friday August 21st, 2020 :: 11:06 a.m. PDT

English

Español

### Alert:

Mandatory evacuation ordered due Walbridge Fire in Forestville and Lake Sonoma areas

### Walbridge Fire Mandatory Evacuation Order Updates

Mandatory Evacuation Order has been expanded to include all residents in the follow area(s):

#### Map Grid 4B1 Mandatory Evacuation

All areas south of River Rd. from Martinelli Rd. to the intersection of River Rd at Trenton Rd.

West of Covey Rd.

North of Front St. / Hwy. 116

East of Martinelli Rd.

#### Map Grid 2A3 Mandatory Evacuation

North of Stewarts Point Skaggs Springs Road to the eastern edge of Lake Sonoma

Everything west of the eastern edge of Lake Sonoma to the western boundary

that runs north along the ridge line from the intersection of Stewarts Point Skaggs Springs Rd @ Old Stewarts

Point Skaggs Springs Road to the interception of


Rockpile Road @ Cooley Ranch Road north to the

Mendocino County Line.



Verizon

6:59 PM

42% **Sonoma Sheriff** 5d · 

8-21-20 10:05 PM - Evening Recap  
(Espanol abajo)

Okay, Sonoma County, we had a busy day today. Additional Fire assets continued to arrive to join in the fight. Many were treated to awesome views of the large Tanker Jets making drops all day. Gives us all a sigh of relief.

Meyers Fire: The Fire continued to do what what Fire Command wants it to do, head toward its own demise. Assuming conditions for that fire stay the same, it's looking to be a total non-factor in the near future.

Walbridge Fire: Firefighters dug in behind Rio Nido and have stymied it's growth south thus far. Kudos to all their hard work fighting to save Rio Nido. The Fire has continued to creep east towards the Dry Creek Valley. Firefighting Air Assets pummeled the Eastern edge of the Fire from above and the plan for tomorrow is to attack that side of the Fire hard.

Evacuations: Additional evacuations were ordered in the Forestville area due to this afternoon's projected wind conditions. The evacuations went smoothly and we have sealed off Forestville with additional fixed posts.

Long story short, today was good day and we're going to keep the momentum rolling.

Hope you enjoyed our version of an 80's movie montage for this post's video

Write a comment...

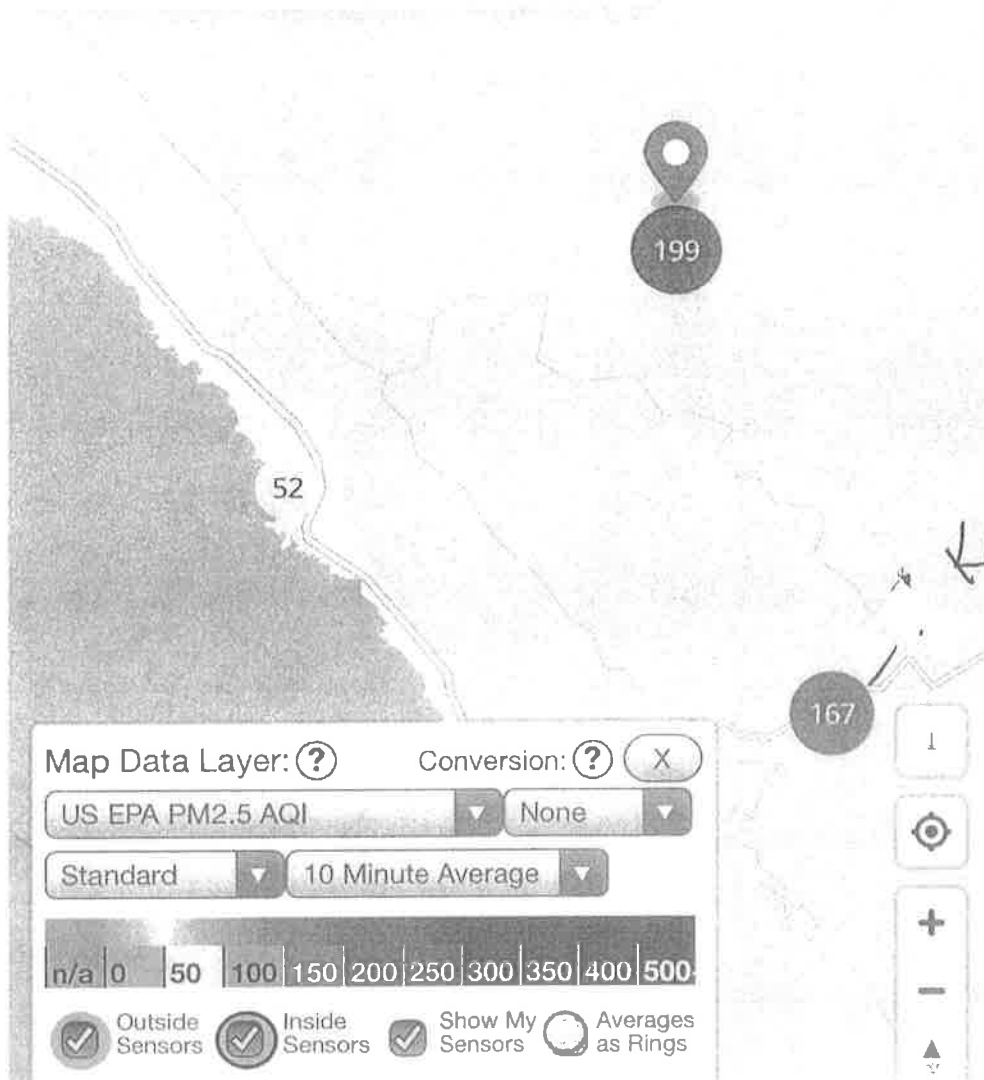




PurpleAir



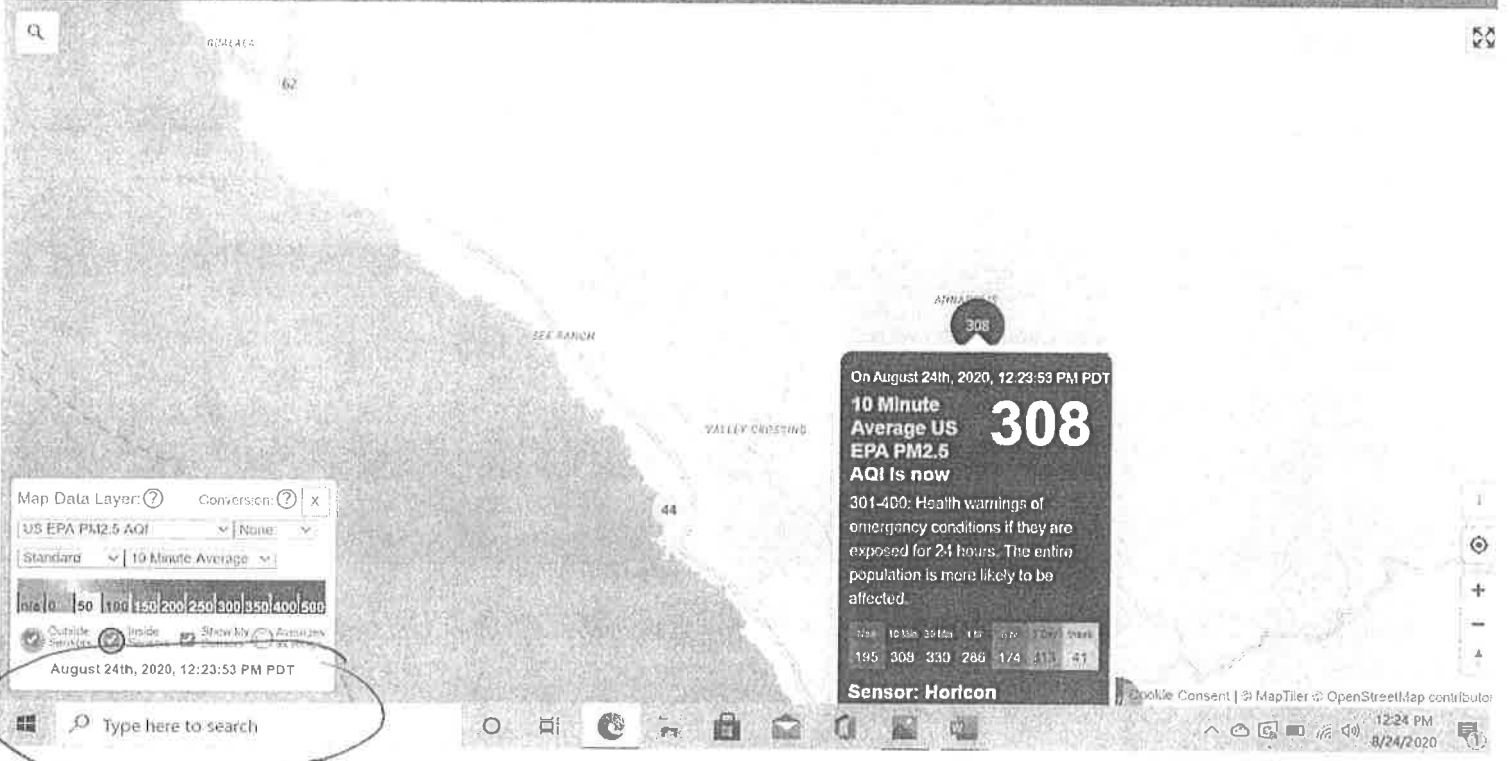
🔍 Horicon Elementar...



*Kashia*

*August 24, 2020*

*8:48 a.m*



Horicon Elementar...



Map Data Layer: (?) Conversion: (?) X

US EPA PM2.5 AQI ▼ None ▼

Standard ▼ 10 Minute Average ▼

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

☒ Outside Sensors ☒ Inside Sensors ☒ Show My Sensors ☐ Averages as Rings

Map navigation controls: a vertical stack of buttons including a location pin, a compass, a zoom in (+) button, a zoom out (-) button, and a reset view (up arrow) button.

Aug 25, 2020



# LNU Lightning Complex (includes Hennessey, Gamble, 15-10, Spanish, Markley, 13-4, 11-16, Walbridge)

Overview

News

Contacts



**368,868 Acres**



**Active**

Active for 9 days



**Contained**



**5 Counties**

Napa, Sonoma and Solano

**Last Updated** 08/27/20 6:52 AM

**Date Started** 08/17/20 6:40 AM

**Location Information** See details below

**Lat/Long** [38.495, -122.35043]

**Administrative Unit** Unified Command: CAL FIRE Sonoma-Lake-Napa Unit & Sonoma County Sheriff

## Status Updates

### LNU LIGHTNING COMPLEX ONLINE STRUCTURE DAMAGE MAP NOW AVAILABLE

Calistoga - CAL FIRE has released a map of properties damaged and destroyed within the LNU Lightning Complex Fires. The map includes a list of damaged and destroyed structures provided by CAL FIRE's Damage Inspection Teams. Damage inspections, including locations, are preliminary and numerous sites still require confirmation. The CAL FIRE Damage Inspection teams are working as quickly as possible to supply the needed information to those that were evacuated during the firestorm. CAL FIRE Damage Inspection teams were deployed to the fire zones early on during the fires to start the identification process. You can find the link to the map [here](#). For an explanation of how these Damage Inspection Maps are developed please watch the following video [here](#).

Residents may not return to those areas where the Evacuation Order's remain. Please monitor Nixle and news releases from CAL FIRE for ongoing information as to when evacuations are lifted. You will not be able to return to your property until it is safe to do so. For more information, as to what to look for when returning home after a wildfire go to [Ready for Wildfire](#)

### LNU LIGHTNING COMPLEX INCIDENT UPDATE 8/26/20 7PM

Extreme fire behavior with short and long range spotting continues to challenge firefighting efforts. The Hennessey and Walbridge Fires continue to make runs in several directions, impacting surrounding communities.

#### Napa County and Lake County:

- Hennessey Fire (Merged Fires - Gamble, Green, Aetna, Markley, Spanish, Morgan, Round): Hennessey Ridge Road in Napa County, California. The fire is currently 303,155 acres and 33% contained.

#### Sonoma County:

- Walbridge Fire (merged with Stewarts): West of Healdsburg. The fire is currently 55,353 acres and 19% contained.
- Meyers Fire: North of Jenner. The fire is currently 2,360 acres and 97% contained.

### EAST ZONE (NAPA COUNTY) EVACUATION AND ROAD CLOSURE INFORMATION

#### Evacuation Order:

##### Napa County:

OES Info: <https://www.countyofnapa.org/353/Emergency-Services>

Evac Info: <https://www.countyofnapa.org/CivicAlerts.aspx?AID=182>

Napa County Information Line: (707) 253-4540

<https://www.countyofnapa.org/2966/19746/LNU-Wildfires>

#### Highway 128 between Monticello Dam and Moskowite Corners (SR128/121 intersection)

- Wragg Canyon
- Markley Cove
- Pleasure Cove

#### Highway 121 (Monticello Rd) Between Moskowite Corners(SR128/121 intersection) and Longhorn Ridge Road

#### Highway 128 (Capell Valley Road/Sage Canyon Rd) from Chiles Pope Valley Road to Hwy 121 (Monticello Road)

- Steel Canyon Road
- Community of Berryessa Highlands
- Chiles and Lower Chiles Pope Valley Roads

#### Berryessa-Knoxville Road from Hwy 128 (at Turtle Rock) to Lake County Line

- Community at Spanish Flat Loop Road
- Community of Berryessa Pines
- Both sides, including resorts and recreational areas of Lake Berryessa, Knoxville

#### Atlas Peak Road from 3683 Atlas Peak Road (Circle R Ranch) to the dead end

#### Deer Park Road from Silverado Trail, east to Howell Mountain Road

- Community of Deer Park
- St. Helena Hospital

#### Howell Mountain Road, east to Pope Valley

- Community of Angwin
- Pacific Union College

#### All of Pope Valley Road and connecting roads

- Pope Valley Cross
- Hardin
- Aetna Springs Road
- James Creek Road

## Advisory: Evacuation order downgraded to warning in Rio Nido and Stewarts Point Skaggs Springs Rd areas

Dear Nixle User,

The following areas are downgraded from Evacuation Order to Evacuation **Warning**:

Zone 2A3 is downgraded from Evacuation Order to Evacuation Warning

North of Stewarts Point Skaggs Springs Road, including Lake Sonoma

West of Lake Sonoma to the western boundary

The western boundary stretches along the ridgeline from the intersection of Stewarts Point Skaggs Springs Road at Old Stewarts Point Skaggs Springs Road to the intersection of Rockpile Road at Cooley Ranch Road, all the way to the Mendocino County line.

NOTE: All access to Lake Sonoma remains closed.

A portion of zone 1D5 is downgraded from Evacuation Order to Evacuation Warning

North of the Russian River to the burn area

West of McPeak Road (Korbel) to Foothill Boulevard

NOTE: Community of Rio Nido is now under Evacuation Warning

NOTE: Armstrong Woods Road north of Rio Nido Road, Mt. Jackson Resort Road and McPeak Road north of Wasson Road all remain under Evacuation Order

This means you can now return home **at your own risk**. These areas are still at risk from the fires in the area. We recommend you stay home for the day once you arrive. There's going to be a lot of traffic in the area so please drive safely; our priority is getting everyone home safely.

**All other areas under evacuation order are still closed.** We will send an alert for each area as it re-opens. Continue to follow the instructions of first responders in the area and make sure to listen for hi-lo sirens if fire conditions change. Use extreme caution when around any burned areas that may be present. The burn area is under a Public Health Order due to health hazards created by the fire.

The public is reminded to stay vigilant on current fire conditions. Please continue to adhere to road closures and any evacuation warnings. A reminder to drive slowly and yield to emergency personnel in the area.

You can call 2-1-1 or visit [socoemergency.org](https://socoemergency.org) if you have any questions. Also, take a look at the interactive evacuation map at <https://arcg.is/0buuL1> and search by address to see the status of your zone.

For full details, [view this message on the web](#).

Sent by Sonoma County Sheriff's Office  
2796 Ventura Ave, Santa Rosa, CA 95403

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If you prefer not to receive future emails, [unsubscribe here](#).



# COUNTY OF SONOMA

FOR IMMEDIATE RELEASE

## Many evacuation orders downgraded allowing residents to return home

**Santa Rosa, CA – August 25, 2020** – The majority of residents previously under evacuation orders due to the Walbridge and Meyers fires will be allowed to return home at their own risk today under changes that have downgraded mandatory evacuation areas to evacuation warning zones.

[En español »](#)

For the Meyers Fire, all evacuation orders have been downgraded or lifted. For the Walbridge Fire, the majority of evacuation orders have been downgraded or lifted with the exception of the zones located in the active fire area (from North of Rio Nido and to West of Dry Creek). Zones that remain under mandatory evacuation are listed below. Determine your zone by entering your address on the evacuation map located at [socoemergency.org](https://socoemergency.org).

Sonoma County officials are encouraging residents to exercise caution as they are allowed to return to their homes. The burned areas are under a Public Health Order advising residents to use extreme caution when around burned areas due to health hazards created by the fire. Please continue to adhere to road closures and any evacuation warnings. Please drive slowly and yield to emergency personnel in the area.

The county has set up three re-entry checkpoints that will be open today and tomorrow from 10 a.m. to 7 p.m. where residents will receive safety information and supplies for returning safely to their homes. These will be drive-thru checkpoints and residents will be asked to remain in their cars and to wear facial coverings. The three checkpoints are at the following locations:

- **Bodega:** 17499 Bodega Hwy, adjacent to the cemetery and near the Hwy 1 and Bodega Hwy intersection.
- **Healdsburg:** Healdsburg Park and Ride at the corner of Healdsburg Avenue and Grant Avenue. Easy access to and from Hwy 101.
- **Sebastopol:** Ragle Ranch Regional Park, 500 Ragle Drive, Sebastopol. First parking lot past the main entrance kiosk.

Some road closures still remain in effect including River Road and Hwy 116 are closed from the Hacienda Bridge to Old Cazadero Road. Hwy 116 is also closed at Drake Road coming into Guerneville. People going to the Monte Rio, Camp Meeker, Jenner and the Cazadero areas are encouraged to use alternate routes to return home.

Residents should exercise an abundance of caution when returning to their homes and are encouraged to follow these safety recommendations. Be sure to wear appropriate shoes and clothes for returning to areas that may have hazardous debris and ash. Check your refrigerator for food that may no longer be safe to eat and do not eat food that has been exposed to flames, soot, or smoke. Be sure to continue to wash your hands, sanitize surfaces regularly, and follow other COVID-19 recommendations. Additional information about returning home safely can be found at [socoemergency.org/recover](https://socoemergency.org/recover).

The county is still under public health orders for COVID-19, so physical distancing, wearing a facial covering and not gathering with people outside of your household is still in effect. Continue to wear a cloth or surgical mask to protect yourself against COVID-19, but note they do not protect you from wildfire smoke. Instead, wear a N95 respirator mask to protect your lungs from wildfire smoke. If your N95 has a one way valve, prevent the spread of COVID-19 by wearing a cloth face covering or surgical mask on top of your N95 mask. For more information about the health order, visit [socoemergency.org/emergency/novel-coronavirus](https://socoemergency.org/emergency/novel-coronavirus).

## Areas that remain under evacuation orders or warnings

Alerts will be sent for each area as it re-opens. Continue to follow the instructions of first responders in the area.

### Evacuation Zone - 1B3

- East of McCray Ridge Road and Pool Ridge
- North of Old Cazadero Road
- West of King Ridge Road
- South Skaggs Springs Road

### Evacuation Zone - 1D4

- East of Old Cazadero Road
- North of Russian River
- West of Armstrong Woods Road and Sweetwater Springs Road



- South of McCray Ridge Road and Pool Ridge

#### Evacuation Zone - 1D5

- East of Armstrong Woods Road
- North of the Russian River
- West of Westside Road
- South of Sweetwater Springs Road

#### Evacuation Zone - 2A3

- North of Stewarts Point Skaggs Springs Road to the eastern edge of Lake Sonoma
- Everything west of the eastern edge of Lake Sonoma to the western boundary that runs north along the ridge line from the intersection of Stewarts Point Skaggs Springs Road at Old Stewarts Point Skaggs Springs Road to the interception of Rockpile Road at Cooley Ranch Road north to the Mendocino County Line. This is a very rural area with no clear defining boundaries.

#### Evacuation Zone - 2E1

- South of Stewarts Point Skaggs Springs Road
- North of Palmer Creek Road and Stewart Point Skaggs Springs Road
- West of McCray Road
- East of Wallace Creek Road

#### Evacuation Zone - 2E2:

- South of Stewarts Point Skaggs Springs Road
- North of Chemise Road
- West of the center of Dry Creek (the actual creek)
- East of Wallace Creek Road

#### Evacuation Zone - 2E3

- South of Chemise Road
- North of Westside Road
- East of Wallace Creek Road
- West of the Center of Dry Creek (the actual creek)

#### Evacuation Zone - 2E4

- South of Palmer Creek Road
- North of McCray Ridge Road and Sweetwater Springs Road
- East of the Dry Creek (the actual creek)

#### Evacuation Zone - 2A2 (warning remains)

- North of the Dry Creek and the northern fork of Lake Sonoma
- West of Dutcher Creek, City of Coverdale city limits and Hwy 128
- South of the Mendocino County line

### Areas where evacuation orders and warnings have been lifted

#### Evacuation Zone - 1D1

- East of the Sonoma Coast
- North of the Russian River
- West of Meyers Grade Road
- South of Fort Ross Road

#### Evacuation Zone - 1D2

- East of Meyers Grade Road
- North of the Russian River

- West of Cazadero Highway
- South of Fort Ross Road

#### **Evacuation Zone - 1D3**

- East of the Cazadero Highway
- North of Russian River
- West and South of Old Cazadero Road

#### **Evacuation Zone - 1C1**

- East of the Sonoma Coast
- North of Fort Ross Road
- West of the south fork of Gualala River
- South Stewarts Point Skaggs Springs Road

#### **Evacuation Zone - 1C2**

- East of the south fork of the Gualala River
- North of Fort Ross Road
- West and South of King Ridge Road

#### **Evacuation Zone - 1E1**

- All areas south and west of Willow Creek Road
- North of Coleman Valley Rd. and Wright Hill Road
- East of the California Coastal National Monument (BLM property)

#### **Evacuation Zone - 1E3**

- All areas south of the Russian River
- West of Bohemian Hwy.
- North and East of Coleman Valley Rd. and Willow Creek Rd.

#### **Evacuation Zone - 1F1**

- All areas east of Bohemian Hwy.
- North of Graton Rd. and Harrison Grade Rd.
- West of Harrison Grade Rd., Green Valley Rd., and Hwy. 116
- South of the Russian River

#### **Evacuation Zone -1F2**

- All areas south of the Russian River
- East and North of Hwy. 116 (Pocket Canyon)
- West of Martinelli Rd.

#### **Evacuation Zone - 2C4**

- South and West of Asti Road
- East of Hwy 101
- North of Hwy 128

#### **Evacuation Zone - 2F1**

- East of Dutcher Creek Road and the Dry Creek (the actual creek)
- North of Canyon Road
- West of Highway 101

#### **Evacuation Zone - 2F2**

- South of Canyon Road
- East of the Dry Creek (the actual creek)

Entered By: Sonoma County Sheriff's Office

Entered On: Saturday August 29th, 2020 :: 03:03 p.m. PDT

English

Español

**Advisory:**

Evac Order downgraded to Warning West Dry Creek Road between Stewarts Point Skaggs Springs Road and Chimese Road.

The following areas are downgraded from Evacuation Order to Evacuation Warning:

A portion of Zone 2E2 is being downgraded from Evacuation Order to Evacuation Warning.

West of the Dry Creek (the actual creek) between Stewarts Point Skaggs Springs Road to Chimese Road

NOTE: Stewarts Point Skaggs Springs Road and Chimese Road remain under evacuation order

NOTE: Fall Creek Road is downgraded to an evacuation warning. People returning to the area will need to show proof of residency at the checkpoint located at Stewarts Point Skaggs Springs Road at the Fish Hatchery.

NOTE: People returning to their homes off of West Dry Creek Road will have to utilize Lambert Bridge Road and Yoakim Bridge Road to return

This means you can now return home at your own risk. These areas are still at risk from the fires in the area. We recommend you stay home for the day once you arrive

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Date of Meeting: Sep 09, 2020

To the Superintendent of Public Instruction:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

Date: \_\_\_\_\_

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Cindy Gordon  
Name  
District Fiscal Management Advisor  
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707-524-2632  
Telephone  
cgordon@scoe.org  
E-mail Address

For School District:

Patti Pomplin  
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Business Manager  
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E-mail Address

Unaudited Actuals  
FINANCIAL REPORTS  
2019-20 Unaudited Actuals  
Summary of Unaudited Actual Data Submission

49 70888 0000000  
Form CA

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	16.51%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	exempt
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2021-22 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$310,670.78
	Appropriations Subject to Limit	\$205,314.65
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2021-22, subject to CDE approval.	2.61%

Description	Resource Codes	Object Codes	2019-20 Unaudited 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)	
A. REVENUES									
1) LCFF Sources		8010-8099	203,194.56	0.00	203,194.56	187,071.00	0.00	187,071.00	-7.9%
2) Federal Revenue		8100-8299	90,963.79	27,509.00	118,472.79	75,000.00	21,200.00	96,200.00	-18.8%
3) Other State Revenue		8300-8599	1,884.16	8,242.48	10,126.64	1,000.00	1,300.00	2,300.00	-77.3%
4) Other Local Revenue		8600-8799	7,805.76	88,833.46	96,639.22	8,000.00	100,000.00	108,000.00	11.8%
5) TOTAL, REVENUES			303,848.27	124,584.94	428,433.21	271,071.00	122,500.00	393,571.00	-8.1%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	0.00	1,591.30	1,591.30	31,537.00	39,435.00	70,972.00	4360.0%
2) Classified Salaries		2000-2999	26,798.25	39,811.40	66,609.65	37,339.00	16,988.00	54,327.00	-18.4%
3) Employee Benefits		3000-3999	(8,030.20)	21,683.87	13,653.67	27,402.00	18,398.00	45,800.00	235.4%
4) Books and Supplies		4000-4999	7,766.65	10,472.51	18,239.16	16,450.00	2,294.00	18,744.00	2.8%
5) Services and Other Operating Expenditures		5000-5999	136,494.52	81,971.40	218,465.92	156,180.00	45,385.00	201,565.00	-7.7%
6) Capital Outlay		6000-6999	24,411.45	0.00	24,411.45	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			187,440.67	155,530.48	342,971.15	268,908.00	122,500.00	391,408.00	14.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
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	(30,945.54)	30,945.54	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(30,945.54)	30,945.54	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited 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>									
			85,462.06	0.00	85,462.06	2,163.00	0.00	2,163.00	-97.5%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	248,780.15	0.00	248,780.15	334,242.21	0.00	334,242.21	34.4%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			248,780.15	0.00	248,780.15	334,242.21	0.00	334,242.21	34.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			248,780.15	0.00	248,780.15	334,242.21	0.00	334,242.21	34.4%
2) Ending Balance, June 30 (E + F1e)			334,242.21	0.00	334,242.21	336,405.21	0.00	336,405.21	0.6%
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	0.00	0.00	0.00	70,000.00	0.00	70,000.00	New
Unassigned/Unappropriated Amount		9790	334,242.21	0.00	334,242.21	266,405.21	0.00	266,405.21	-20.3%

Resolution # 09092020

**RESOLUTION FOR ADOPTING THE "GANN" LIMIT**

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

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

WHEREAS, the District must establish a revised Gann limit for the 2019-20 fiscal year and a projected Gann Limit for the 2020-21 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2019-20 and 2020-21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2019-20 and 2020-21 fiscal years do not exceed the limitations imposed by Proposition 4;

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

---



	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> 2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2018-19 Actual			2019-20 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	281,529.62		281,529.62			310,670.78
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	9.59		9.59			10.19
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	Adjustments to 2018-19			Adjustments to 2019-20		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2019-20 P2 Report			2020-21 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	10.19		10.19	10.19		10.19
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			10.19			10.19
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	2019-20 Actual			2020-21 Budget		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	640.78		640.78	660.00		660.00
2. Timber Yield Tax (Object 8022)	470.77		470.77	500.00		500.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	104,605.77		104,605.77	100,029.00		100,029.00
Insecured Roll Taxes (Object 8042)	3,574.52		3,574.52	3,765.00		3,765.00
Prior Years' Taxes (Object 8043)	37.91		37.91	0.00		0.00
7. Supplemental Taxes (Object 8044)	966.81		966.81	1,000.00		1,000.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	2,210.00		2,210.00	1,746.00		1,746.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools In Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	112,506.56	0.00	112,506.56	107,700.00	0.00	107,700.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	112,506.56	0.00	112,506.56	107,700.00	0.00	107,700.00

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			989.04			1,800.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			989.04			1,800.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	90,666.00		90,666.00	79,371.00		79,371.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	22.00		22.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	90,688.00	0.00	90,688.00	79,371.00	0.00	79,371.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	428,433.21		428,433.21	393,571.00		393,571.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	6,456.77		6,456.77	5,000.00		5,000.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			281,529.62			310,670.78
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0626			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			310,670.78			322,258.80
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			112,506.56			107,700.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			2,400.00			2,400.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			90,688.00			79,371.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			90,688.00			79,371.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			3,109.13			2,407.17
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			115,615.69			110,107.17
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			90,688.00			79,371.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			115,615.69			
b. State Subventions (Line D8)			90,688.00			
c. Less: Excluded Appropriations (Line C23)			989.04			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			205,314.65			

\* Please provide below an explanation for each entry in the adjustments column.

707-321-5849

Contact Phone Number

# KASHIA SCHOOL DISTRICT

## MASTER CALENDAR

### 2020-21

**EARLY RELEASE EVERY WEDNESDAY**

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

3-Holiday-Independence Day

<b>AUGUST</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14-18-Certificated/Library Staff Dev/Work

18 - Aide Staff Development /Work

19 - Students Return

19-26 Evacuation/smoke/road

<b>SEPTEMBER</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7-Holiday-Labor Day

25-Native American Day

<b>OCTOBER</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>NOVEMBER</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11-Holiday - Veteran's Day

17-20 - Parent Conferences/Early Release

23-25 - No Students/Staff

26-27 - Holiday - no Students/Staff

<b>DECEMBER</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18 - Early Release

21-31 Winter Break

25 - Holiday Christmas

M	T	W	TH	F
<b>JANUARY</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1-Holiday-New Year's Day.

4- School Resumes

18-Holiday-Martin Luther King D

<b>FEBRUARY</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15-16-Holiday-President's Day.

17-19-President's Week

26-Early Release/Report Card

<b>MARCH</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19- Staff Development

26- Emergency Day - 08/19/20

<b>APRIL</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12-16 Spring Break

<b>MAY</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28-Emergency Day 08/20/20

31-Holiday-Memorial Day

<b>JUNE</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4 - Early Release/Report Card  
11-Last Day of School-Minimum

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Aides	184
Total Work Days	10 Mo.	Other Classified	Various
Total Work Days	10 Mo.	Certificated	184
Total Work Days	12 Mo.	Classified	Various

K-8 TRIMESTER ENDS		
First	60	November 13
Second	64	March 12
Third	56	11-Jun

180

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

HOLIDAYS	
10 Mo.	10
12 Mo.	11

Emergency Days:	
Friday, March 26	
Friday, May 28	

Student	
DAYS	
180	

Board Adoption:

# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lmgcntntatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Kashia School District	Frances Johnson, Superintendent/Principal	fjohnson@scoe.org

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community]

Children have no internet so have not been able to participate in distance learning using the internet. Children have not been allowed to attend school for in person learning due to County health regulations. Children will need additional enrichment when allowed to return to school. The teachers have worked very hard to create individual work packets. A monitoring system was devised so students check in daily for a one to one consultation either by phone (many students and their families do not have working phones or limited minutes) or in person, one at a time. Small cohorts would work better but to date have been denied. The reality is that the LEA and teachers are left with unrealistic expectations due to the lack of infrastructure that should have been provided by the state. Small rural schools, often with the greatest needs receive the least resources in many cases. This is compounded by lack of political motivation due to the lesser numbers in the population.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

In direct conversations with our stakeholders in the community is they strongly prefer in-person learning for the children. Without internet connectivity or skills from the parents to teach distance learning, they strongly recommended in-person learning. Following this consensus we applied for a waiver for in person learning. This waiver has been denied. We continue to work with County and State officials to provide a viable education for our students. The Board has been extremely understanding and very supportive of school needs. The local volunteers from churches nearby, support the families offering additional food and transportation. The immediate community is very involved and concerned about the needs of the school. Teachers spend extra time and effort to provide individualized learning in all areas of the curriculum.

[A description of the options provided for remote participation in public meetings and public hearings.]

Public Board meetings as well as phone calls directly to parents and guardians.

[A summary of the feedback provided by specific stakeholder groups.]

Both parents and board agree that distance learning is not viable to a degree necessary until all families have internet access and their homes. They also need training in accessing distance learning and need training in computer skills. To mitigate this lack of technology, the staff created individual work packets and arranged for consultations.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

As stated prior, stakeholders want in-person learning. All parents are willing to follow safety protocols mandated by the County, Health Department and School District. Most of the families do not understand why they cannot have in person learning since they all live in close proximity and their children play together. There are only 3 to 4 households in the entire school. When the waiver was denied, we again applied for an exception. We submitted an explanation stating why the stakeholders felt it to be necessary.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

When school is allowed to resume classroom instruction, every attempt will be made to provide enrichment activities in all areas of specific need for each student. Additional staff will be utilized as necessary for after school tutoring.

# **Actions Related to In-Person Instructional Offerings [Additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
Students will be given individualized standards based workbooks in the area of ELA and Math. This sequence of instruction will provide some continuity of learning. We are using Learning Loss Mitigation Funds to order these instructional booklets. In addition, the staff will receive up to date laptops, for better access. We have reached out to Education Apple Support who promised to give teachers opportunities for learning the latest strategies for online instruction. Our partners at Houghton Mifflin, have also offered support to the teachers. We will purchase the additional educational materials from them and they, in turn, will offer ongoing support. In addition the school will provide students with necessary desks and chairs, so they can create a work place in their homes. We will give the students white board pens for working at home. The school will provide all PPE to everyone entering the school site. The school will send out frequent updates on COVID and provide educational support concerning the virus. The school will pay for COVID tests and the cost of transportation for teachers. Teachers will be provided additional materials which will make their individualized instruction more viable under these extremely trying times. The school will pay for a resource teacher to communicate with the regular classroom teacher on the best teaching methods for reaching students with special needs. The school will assist our family, who has a deaf child, with particular needs regarding the education of this child.	\$17,866	Yes
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

## **Distance Learning Program**

### **Continuity of Instruction**

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Work packets will be sent home to support classroom learning. In the past we have found very low return rate of these materials due to family situations. In the areas of PE and science, assignments will be given that are hands on projects, which should enable students to have success. Upon denial of the waiver, Kashia instituted a plan which includes on to one consultations either by phone, computer or in person. In addition, the school is working with SCOE to provide Verizon Hot Spots. Chromebooks for all students have been donated.

### **Access to Devices and Connectivity**

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]



All students have received donated devices, but the only reliable access to the internet is at the school site. We have applied for grants and worked with the Tribe to encourage installation of the internet on the reservation. We have written of the matter in all surveys sent to the school and have notified the State government of the urgent need.

## **Pupil Participation and Progress**

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assessments will be determined by the outcome of project based learning as it aligns with Common Core Standards. Each individual work packet assignment will be given a minutes on task value.

## **Distance Learning Professional Development**

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

When internet is installed in the homes of children on the Reservation and COVID restrictions are lifted, parent classes will be held in order to educate them with computer and distance learning skills. In the meantime, individual consultations are held with the student and parent.

## **Staff Roles and Responsibilities**

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The staff has by necessity worked many more hours with no guaranteed outcome. All staff are impacted with new obligations of monitoring the health of anyone entering the school for any reason. They have the added responsibilities of connecting with outside medical facilities to establish contact tracing procedures in their immediate school community. They have to educate the families on the necessity of masks and other safety protocols.

## **Supports for Pupils with Unique Needs**

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]



All students at Kashia have unique needs and we partner with specific organizations to address these concerns. This includes working with the homeless organization, Sonoma County nutrition program, Indian Health and the local missionaries. The school provides individualized instructional materials.

**Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

**Pupil Learning Loss**

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Assessments will be determined by the outcome of project based learning as it aligns with Common Core Standards. Multi approach assessments will be utilized giving a broad spectrum of student progress. This will include standardized tests, daily record keeping and observational strategies.

**Pupil Learning Loss Strategies**

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

All students at Kashia have unique needs and we partner with specific organizations to address these concerns. This includes working with the homeless organization, Sonoma County nutrition program, Indian Health and the local missionaries.

**Effectiveness of Implemented Pupil Learning Loss Strategies**

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Because Kashia is a one classroom school district with 10 students, no child will go unnoticed and will receive direct support from the teacher. One measure utilized is to track the daily participation of each student measuring not only academic progress, but social emotional as well.

**Actions to Address Pupil Learning Loss [Additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
Students will receive instructional materials for take home in areas of science and PE. The materials will be used for science experiments. New PE Methods will be introduced such as yoga with yoga mats and batons for Waldorf fitness lessons. As soon as small cohorts are allowed, extended day lessons will be offered.	\$3,572	Yes
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]	[\$ 0.00]	[Y/N]

**Mental Health and Social and Emotional Well-Being**

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Kashia relies on cultural, traditional methods of healing and tribal support. Under Health and Safety, all Native children are served by CA Indian Health. We are in the process of coordinating with them on COVID testing for students and community and establishing a procedure for contact tracing.

**Pupil and Family Engagement and Outreach**

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.]

The school has applied for a waiver in order to provide individualized learning through small tutoring groups. The waiver was denied, therefore, we are currently providing one to one consultation via phone, computer or one to one consultations.

**School Nutrition**

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Prepared meals are provided by Santa Rosa City Schools and have been since March. Daily meals have and will continue to be provided weekly. The school members and staff will continue to deliver meals directly to student homes. This ensures that students have both lunch and snacks.

## Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	Student desks have been provided to each student for home use.	[\$ 0.00]	[Y/N]
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	Hot Spots and Chromebooks will be available for each student once internet service is established, which will support good work habits and provide supplemental supplies for instruction.	[\$ 0.00]	[Y/N]

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
zero	All students are Low Income students, all expenses expected are noted above.

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Kashia is a K-8 classroom K-8 school district. There are currently no English learners. The student population of ten will be directed by the teachers, tutors and volunteers as well as community Tribal members. Students living in doubled up homes, will be given additional supplementary educational materials.

# School Reopening Options



Governor Newsom and the California Department of Public Health (CDPH) have released guidance related to reopening schools for the 2020-21 school year. Below are four options for schools to consider.

## SCHOOL STATUS

## OPERATIONAL PRACTICES

### ELEMENTARY WAIVER

[Click HERE for complete guidance](#)

Schools may reopen for instruction under a County Health waiver for TK-6. The California Department of Public Health recommends against granting waivers when the case rate per 100,000 is 200 or higher. The waiver request will be considered once the county has reached the benchmark rate set by Sonoma County Department of Health Services (SCDHS) after consulting and confirming with California Department of Public Health, based on local epidemiology data.

- All public health criteria listed for hybrid and traditional reopening need to be in place. (See below)
- School superintendent must submit to Sonoma County Public Health evidence of (1) consultation with labor and parent organizations and (2) publication of the elementary school reopening plans on the school website.
- Waiver application and supporting documents must be submitted directly to Sonoma County Public Health at least 14 days prior to the school's desired opening date.
- Must include plans for testing students and staff for COVID-19.

### SPECIAL NEEDS

#### SMALL COHORTS EXEMPTION

[Click HERE for complete guidance](#)

Counties in the state's "Purple Tier," are permitted to offer in-person instruction and services to small cohorts of students with special needs (e.g, students with disabilities, English learners, homeless youth, foster youth, etc.).

This guidance is not a substitute for reopening schools.

Does not require approval from SCDHS. (Local school board decision)

- Must maintain proper physical distancing, masking, cleaning and other safety measures.
- A school's cohorting site plan should be available on the school's public website.
- Students with disabilities should be prioritized.
- Cohorts cannot exceed 16 students and adults combined.
- The number of students on a given school site should generally not exceed 25% of the school's student enrollment.
- Individuals in cohorts cannot be mixed. However, one-to-one specialized services can be provided to a child by a support service provider that is not part of the child's cohort.

### HYBRID REOPENING

#### WITH SMALL COHORTS TO REOPEN

\*Small Cohorts: 6 ft social distancing between students and teachers within a classroom.

Schools may re-open for in-person instruction when Sonoma County has been in the state's "Red Tier" for at least two weeks. The Red Tier is California's second highest risk level and is defined by a county having a positivity rate of less than 8% and between 4-7 daily cases per 100K county residents.

Does not require approval from SCDHS. (Local school board decision)

- Daily health screenings of students and staff. Contact tracing protocol with trained staff needs to be in place.
- Face coverings are required for all staff and all students in grades 3-12; encouraged for students in grades TK-2.
- Those who present COVID symptoms are isolated and sent home.
- Staff members must maintain 6ft distance from each other and students. Students must maintain 6ft distance as practicable.
- Enhanced cleaning.
- Periodic surveillance testing of students/staff recommended.
- Public Health works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.
- Public Health determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, closeness to contact.

### TRADITIONAL REOPENING

#### WITH MODIFIED COHORTS TO REOPEN

\*Modified Cohorts: reduced social distancing between students may be permitted (to be determined by public health officials). 6ft between teachers and students within a classroom.

[Click HERE for complete guidance](#)

Does not require approval from SCDHS. (Local school

COVID-19  
COLOR CODE

PURPLE TIER

RED TIER

ORANGE TIER