

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

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

Glenda Antone

Maxine Barboza

Charlene Pinola

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frances Johnson

Peter Tufele

Patti Pomplin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Approval of Agenda

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

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

4. Communication

State of California Roster of Public Agencies

Clerk-Recorder-Assessor

SCOE Approval 1<sup>st</sup> Interim Report

5. Consent Agenda

5.1 Approval of Minutes from January 9, 2019

5.2 Approval of Warrants for January 2019

5.3 Consolidated Application 01/23/2019 Reporting

5.4 2017-18 Audit Certification

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 Second Reading Board Policies

BP 3290 Gifts, Grants and Bequests

BP 3300 Expenditures and Purchases

BP 3311 Bids

AR 3311 Bids

BP 3312 Contracts

AR 3516.1 Fire Drills and Fires

AR 3516.3 Earthquake Emergency Procedure System

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Kashia School District  
Agenda February 13, 2019  
Continued

- BP 3516.5 Emergency Schedules
- BP 3517 Facilities Inspection
- BP 3530 Risk Management/Insurance
- AR 3530 Risk Management/Insurance
- BP 3600 Consultants
- 7.2 Review Current Salary Schedules
- 8. Items Scheduled for Discussion and Action
  - 8.1 Approve 2018-19 Auditor Contract
  - 8.2 Approve School Accountability Report Card (SARC)
  - 8.3 Approve Calendar Change for Power Outage on January 17, 2019  
(options March 29, 2019 or May 24, 2019)
- 9. Items Scheduled for Future Board Meetings
  - 9.1 Board Policies
  - 9.2 Staff Handbook
- 10. Adjournment

Next Regular Board Meeting, Wednesday, March 13, 2019

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State of California  
Secretary of State

STATEMENT OF FACTS  
ROSTER OF PUBLIC AGENCIES FILING  
(Government Code section 53051)

Instructions:

1. Complete and mail to: Secretary of State,  
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as  
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐

Update ☒

(Office Use Only)

Legal name of Public Agency: Kashia Elementary School District

Nature of Update: New Board Member includes  
change in President & Clerk positions

County: Sonoma

Official Mailing Address: P.O. Box 129 Stewarts Point CA 95480

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: Charlene Pinola Address: P.O. Box 156 Stewarts Point, CA 95480

Secretary or Clerk (Indicate Title): Clerk

Name: Glenda Antone Address: 31435 Skaggs Spring Rd, Stewarts Point 95480

Members:

Name: Maxine Barboza Address: P.O. Box 57 Stewarts Point, CA 95480

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME

Kashia School District

ADDRESS

P.O. Box 129

CITY/STATE/ZIP

Stewarts Point, CA 95480

Date

1/28/2019

Signature

Patti Pomplin

Typed Name and Title

Patti Pomplin, Business Mgr.



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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Damara L. Moore  
Jennifer E. Nix  
Steven P. Reiner  
Loren W. Soukup  
Erin E. Stagg

*Of Counsel*  
Robert J. Henry  
Margaret M. Merchat  
Patrick C. Wilson

## LEGAL UPDATE

January 23, 2019

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

**From:** Steven P. Reiner *SPR*  
Associate General Counsel

**Subject:** Public Agency Statement of Facts  
Memo No. 04-2019

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The Roster of Public Agencies is a public list of basic facts about a school district which includes the following:

1. The full, legal name of the public agency;
2. The official mailing address of the governing body;
3. The name and residence or business address of each member of the governing body; and
4. The name, title, and residence or business address of the chairman, president, or other presiding officer, and clerk or secretary of the governing body.

Potential claimants can use the list to find names and addresses for filing a claim under the Government Claims Act with a district. The timely filing of a governmental claim with a district is a precondition to filing a lawsuit against that district.

The consequences of failing to maintain the accuracy of this factual information can be significant. Claimants may be allowed to file lawsuits without first filing timely governmental claims with the district if the basic facts listed above are significantly inaccurate or incomplete.

Government Code section 53051 requires every school district to file a Statement of Facts about the district with the California Secretary of State<sup>1</sup> and with the county clerk of each county in which the district maintains an office after it comes into existence and to periodically amend that Statement of Facts.

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<sup>1</sup> A copy of this form can be found at <https://bpd.cdn.sos.ca.gov/sf/forms/np-sf-405.pdf>, or by filling out the attached PDF.



Subsection (b) of section 53051 requires districts to file an amended Statement of Facts **within 10 days** after a change in any of these basic facts. Some school districts may be welcoming new members to their boards as a result of recent elections and will have new appointments of board members (See fact #3 above). Organizational meetings may result in a change in the presiding officer (See fact #4 above). If there are changes in the district facts listed above, it is important that you file an amended Statement of Facts with the Secretary of State and with the county clerk for each county where the district maintains an office. Failure to do so could relieve a claimant of the duty to comply with the Government Claims Act and increase district exposure to lawsuits.

Districts must ensure they are using their full legal name when filing and not an abbreviated acronym.

To ensure your Statement of Facts is properly filed, we advise either using U.S. certified mail, return receipt requested, or by sending an extra copy with a postage paid envelope and cover letter asking for a file endorsed copy.

Attached is a copy of Government Code section 53051, and a Statement of Facts form.

This Legal Update is a service provided by School and College Legal Services exclusively to our member clients.

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

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

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**State of California**

**GOVERNMENT CODE**

**TITLE 5. LOCAL AGENCIES**

**DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES**

**PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND  
OTHER AGENCIES**

**CHAPTER 1. GENERAL**

**Article 3. Roster of Public Agencies**

**§ 53051**

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53051. (a) Within seventy (70) days after the date of commencement of its legal existence, the governing body of each public agency shall file with the Secretary of State on a form prescribed by the Secretary of State and also with the county clerk of each county in which the public agency maintains an office, a statement of the following facts:

1. The full, legal name of the public agency.
2. The official mailing address of the governing body of the public agency.
3. The name and residence or business address of each member of the governing body of the public agency.
4. The name, title, and residence or business address of the chairman, president, or other presiding officer, and clerk or secretary of the governing body of such public agency.

(b) Within 10 days after any change in the facts required to be stated pursuant to subdivision (a), an amended statement containing the information required by subdivision (a) shall be filed as provided therein. The information submitted to the Secretary of State shall be on a form prescribed by the Secretary of State.

(c) It shall be the duty of the Secretary of State and of the county clerk of each county to establish and maintain an indexed "Roster of Public Agencies," to be so designated, which shall contain all information filed as required in subdivisions (a) and (b), which roster is hereby declared to be a public record.

(Amended by Stats. 1990, Ch. 210, Sec. 1.)



## SONOMA COUNTY

### Clerk-Recorder-Assessor

[www.sonoma-county.org/cra](http://www.sonoma-county.org/cra)

#### REGISTRAR OF VOTERS DIVISION

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

January 11, 2019

Frances Johnson, Administrator  
Kashia School District  
31510 Skaggs Springs Road  
PO Box 129  
Stewarts Point, CA 95480

Dear Frances Johnson:

Each year, our office provides information on the upcoming established election dates as spelled out in the Elections Code. Once again, we are sending all District Superintendents this information in an effort to help you anticipate "normal" and potential election dates. We are aware that some school districts like the opportunity to consider whether to keep school in session or designate Election Day as a staff training day as a way to address concerns about campus safety and the need to monitor visitors when school is in session. While we are providing this information to all District Superintendents, your school principals may also find it useful and urge you to forward copies to them as well.

We will continue to send Polling Place Permits when an election is called that could affect your schools if the election will involve voters who also live in your school district. Our typical practice for requesting polling places has been to send a Polling Place Permit approximately 100 days before Election Day, and then follow up with a confirmation letter (about 25 days later) once we determine which locations are needed for a given election. In a countywide election, we use between 175-200 disabled-accessible facilities, mostly schools, throughout the county. Schools help us meet legal requirements for selection of polling places for a number of reasons, including being located within the boundaries of the voting precinct.

We continue to value the important role schools have played in our effort to provide local, community-based facilities to voters who choose a time-honored tradition of voting at a neighborhood polling place. Although the California Elections Code provides elections officials the right to utilize school facilities for polling places on request, we are always grateful for the overwhelming support and willingness to open your doors to families in your district to vote at your schools on Election Day.

#### **The remainder of Established Election Dates for 2019 are:**

- March 5, 2019
- May 7, 2019\*
- August 27, 2019 \*
- November 5, 2019

**The Established Election Dates for 2020 are:**

- March 3, 2020
- April 14, 2020
- May 5, 2020 \*
- August 25, 2020 \*
- November 3, 2020

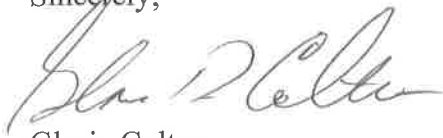
\* Note: elections held on this date are mailed ballot only (i.e. polling places are not used)

*It is important to keep in mind that major state, county, and city elections currently occur on the established dates in March and/or November of even-numbered years. Therefore, you can expect that schools in your district will be needed as polling places on the March and November established election dates in even years.* All other dates listed above are available for “special elections” which occur only when a jurisdiction calls an election at least 88 days in advance of that Election Day.

*There are exceptions to the rules which govern when an election may be held.* Most elections involving school boards, city councils, county, state, or federal office, local measures and state propositions are held on an established election date. However, certain types of elections are not required nor may be able to use these same dates (e.g. recall election, special election called by the Governor). In the event an election is called for a different date than those listed above, your district/schools will be notified as soon as possible with a Polling Place Permit request (typically 88-100 days in advance).

Thank you, again, for the years of collaborating and welcoming our voters—your families—to your schools on Election Day. Please feel free to contact me if you have any questions.

Sincerely,



Gloria Colter  
Acting Chief Deputy Registrar of Voters  
County of Sonoma





**Sonoma County**  
Office of Education

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

January 3, 2019

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

Dear Ms. Johnson and Ms. Pinola,

In accordance with Education Code Section 42131, a review of the Kashia School District's (District) First Interim Report for fiscal year 2018-19 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's **positive** certification. This letter addresses various concerns of the County as well as standard reminders.

**State Budget**

The 2018-19 enacted State Budget provides approximately \$3.566 billion in additional funds for LCFF; funding the statutory 2.71% COLA and adding a \$570 million augmentation. The augmented "super COLA" applies to LCFF funding only and is 3.70%. The State Budget closes the remaining gap funding to 100 percent, fully funding LCFF two years ahead of schedule. One-time discretionary funding of \$1.092 billion, equaling \$184 per ADA was included and will be apportioned in 2018-19. Several other Grants were included in June: Career Technical Education Incentive Grant, Low-Performing Students Block Grant, Classified Professional Development Block Grant and Wildfire Relief. Governor Brown continued to emphasize that general fund revenue growth in the current and budget years, if it occurs, will be increasingly dependent upon volatile capital gains collections. As always, with the volatility of State revenue, future STRS and PERS contribution rates, and economic risks on the horizon, it is important to embrace best business practice and budget to live within your means.

**First Interim and Multi-Year Projection (MYP)**

The First Interim Report indicates an increase in unrestricted fund balance of \$46,326, \$9,464, and \$1,221 in 2018-19, 2019-20, and 2020-21 respectively, with the minimum reserve for economic uncertain of \$67,000 met in all years. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The Report used an enrollment of 16 students for LCFF funding purposes, 15 students were reported in the Fall 1 CalPads data submission and it is the County's understanding that

enrollment has decreased since the completion of the First Interim Report. As a necessary small school, please be reminded that enrollment, with a corresponding average daily attendance (ADA) reported at the P-2 reporting period, must be above 6.0 ADA.

### Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2018-19 fiscal year are settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years. Sonoma County Office of Education requests copies of the disclosure at the time of board publication.

### Summary

Our Office appreciates the preparation and timely submittal of your 2018-19 First Interim Budget report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2019. **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:

Patty Pomplin, District CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Cindy Gordon, SCOE District Fiscal Management Advisor

Kashia School District  
Minutes  
Board Meeting, January 9, 2019

1. Meeting called to order at 4:11 by Board President Pinola  
Roll Call: Trustee Antone, Trustee Maxine Barboza, Trustee Charlene Pinola  
Staff: Frances Johnson, Patti Pomplin, Peter Tufele  
Community: None
2. Approval of Agenda: Moved by Trustee Barboza, seconded by Trustee Antone to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication  
Board members were give form 700's to sign and be sent to the County Auditors Office.
5. Consent Agenda  
Moved by Trustee Pinola, seconded by Trustee Antone to approve the consent agenda as presented.
  - 5.1 Approved Minutes from December 12, 2018
  - 5.2 Approved Warrants from December 2018
  - 5.3 Approved Williams Quarterly Complaint Report for period 10/01/18 to 12/31/18
6. Reports and Communications
  - 6.1 Governing Board – Trustee Barboza asked about student flu shots and the possibility of adding a swing set for the younger students.
  - 6.2 Superintendent – school photo's will be taken by Dave Torres on January 16; Linda Reno will be coming on the 14<sup>th</sup> and 15<sup>th</sup> to do dream catchers as part of cultural education; on January 30<sup>th</sup> and February 6<sup>th</sup>, a speaker will be discussing opioid and drug prevention; Martin will be having a presentation on the 16<sup>th</sup>; February 4<sup>th</sup> is the board dinner at John Ash restaurant.
  - 6.3 Teacher – wished everyone happy New Year; starting off 2019 all right, might be re-enrolling prior students; looking forward to workshops and presentations.
  - 6.4 Business Manager – LCAP will be changing – workshop at SCOE will explain updates to format; Capital Advisors workshop at SCOE on January 22.
  - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
  - 7.1 First Reading Board Policies
    - BP 3290 Gifts, Grants and Bequests
    - BP 3300 Expenditures and Purchases
    - BP 3311 Bids

- AR 3311 Bids
- BP 3312 Contracts
- AR 3516.1 Fire Drills and Fires
- AR 3516.3 Earthquake Emergency Procedure System
- BP 3516.5 Facilities Inspection
- BP 3530 Risk Management/Insurance
- AR 3530 Risk Management/Insurance
- BP 3600 Consultants
- 7.2 Updated Comprehensive School Safety Plan
  - Plan was reviewed with some updates, revisions will happen prior to the next adoption in 2020.

8. Items Scheduled for Discussion and Action

8.1 Approve 2017-18 Audit

Moved by Trustee Barboza, seconded by Trustee Antone and passed unanimously by the board to approve the 2017-18 Audit as presented.

8.2 Approve School Accountability Report Card

This item was tabled. It is expected to have the SARC submitted prior to the February 1 deadline but it was not completed prior to board packets.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Staff Handbook

9.3 SARC

10. Meeting Adjourned at 4:45

Next Meeting

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

Respectfully submitted: Patti Pomplin

Signed: \_\_\_\_\_  
Glenda Antone, Clerk

## Checks Dated 01/01/2019 through 01/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1690652	01/11/2019	Gualala Unocal 76	01-5630	van service		75.01
1690653	01/11/2019	Amerigas	01-5510	641142903	668.52	
				642510483	157.32	825.84
1690654	01/11/2019	Employment Development Dept.	01-9555	94205275 18-4		13.41
1690655	01/11/2019	Frontier Communications	01-5911	70778596821013815		194.65
1690656	01/11/2019	Gualala Supermarket	01-4310	outreach		236.45
1690657	01/11/2019	Healdsburg Lumber Co	01-4380	keys etc		124.07
1690658	01/11/2019	Kashia Utilities District	01-5530	kud67938		60.78
1690659	01/11/2019	Coleen McCloud	01-5800	custodial		104.00
1690660	01/11/2019	Pacific Gas & Electric	01-5520	93967066411	87.62	
				94383733055	196.58	284.20
1690661	01/11/2019	Sonoma County Office Of Ed	01-5823	legal services for November		260.00
1693883	01/25/2019	Amerigas	01-5510	642539134		187.79
1693884	01/25/2019	Frontier Communications	01-5911	70778596821013815		194.80
1693885	01/25/2019	Frances Johnson	01-4310	class supplies		54.99
1693886	01/25/2019	Pacific Gas & Electric	01-5520	28343238771		170.48
1693887	01/25/2019	Patti Pomplin	01-4350	notary for SAM system		30.00
1693888	01/25/2019	Adrianne Sinclair	01-4310	rsp book		11.31
1693889	01/25/2019	Sonoma County Office Of Ed	01-5838	MOU Supt		19,023.48
1693890	01/25/2019	Wells Fargo Vendor Fin Serv	01-5632	90136774142		139.48
Total Number of Checks					18	21,990.74

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	18	21,990.74
Total Number of Checks		18	21,990.74
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			21,990.74

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

**2018-19 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211. **Note:** Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

**CDE Program Contact:**

Juan J. Sanchez, Standards Implementation Support Office (Title II), [jsanchez@cde.ca.gov](mailto:jsanchez@cde.ca.gov), 916-319-0452  
Tom Herman, Coordinated School Health & Safety (Title IV), [THerman@cde.ca.gov](mailto:THerman@cde.ca.gov), 916-319-0914

**Title II, Part A Transfers**

2018-19 Title II, Part A entitlement	\$805
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2018-19 Title II, Part A entitlement after transfers out	\$805

**Title IV, Part A Transfers**

2018-19 Title IV, Part A entitlement	\$0
Transferred to Title I, Part A	
Transferred to Title I, Part C	
Transferred to Title I, Part D	
Transferred to Title II, Part A	
Transferred to Title III English Learner	
Transferred to Title III Immigrant	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	
Total amount of Title IV, Part A funds transferred out	\$0
2018-19 Title IV, Part A entitlement after transfers out	\$0

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2018-19 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Maxine Wheeler, Standards Implementation Support Office, [mwheeler@cde.ca.gov](mailto:mwheeler@cde.ca.gov), 916-323-4746

Juan J. Sanchez, Standards Implementation Support Office (Title II), [jsanchez@cde.ca.gov](mailto:jsanchez@cde.ca.gov), 916-319-0452

2018-19 Title II, Part A entitlement	\$805
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$805
Repayment of funds	\$0
2018-19 Allocation	\$805
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2018-19 Title II, Part A adjusted allocation	\$805
Funds available under Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation	\$805
Budgeted Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation	\$0

**\*\*\*Warning\*\*\***

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**2018-19 Consolidation of Administrative Funds**

A request by the LEA to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability and Info Srv Office, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III Immigrant Students SACS Code 4201	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



**AUDIT CERTIFICATION****2017-18 FINANCIAL REPORT/AUDIT**

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District/Charter Name Kashia School District Sonoma County, California

In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before January 31 (or for charter schools pursuant to Education Code section 47605) and

THEREBY, as written verification of said review, the Governing Board reviewed and accepted

on January 9, 2019 the Annual Financial Report as of June 30, 2018.

\_\_\_\_\_  
(Signature) District Superintendent/Charter School Official

2-1-2019  
Date

Frances Johnson  
Printed name

Submit the original signature copy of the Audit Certification by **February 15, 2019** to your **SCOE Advisor** at:  
Business Services  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

# **Kashia ESD**

## **Board Policy**

### **Gifts, Grants And Bequests**

BP 3290

#### **Business and Noninstructional Operations**

The Board of Trustees may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

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

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

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(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: March 13, 2019    Stewarts Point, California

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# **Kashia ESD**

## **Board Policy**

### **Expenditures And Purchases**

BP 3300

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent/Principal or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

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

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

#### **Expending Authority**

The Superintendent/Principal or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent/Principal or designee on behalf of the Board every 60 days. (Education Code 17605)

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The Superintendent/Principal or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

#### **Purchasing Procedures**

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining

the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in the school.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent/Principal or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

#### Legal Reference:

##### EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

##### GOVERNMENT CODE

4330-4334 California made materials

##### PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

#### Management Resources:

##### CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

##### WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019     Stewarts Point, California

# Kashia ESD

## Board Policy

### Bids

BP 3311

#### Business and Noninstructional Operations

The Board of Trustees is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

The Superintendent/Principal or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116) \_\_\_\_\_

When calling for bids, the Superintendent/Principal or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent/Principal or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract  
17595 Purchase of supplies through Department of General Services  
17602 Purchase of surplus property from federal agencies  
38083 Purchase of perishable foodstuffs and seasonable commodities  
38110-38120 Apparatus and supplies  
39802 Transportation services

#### GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts  
4330-4334 Preference for California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

#### PUBLIC CONTRACT CODE

1102 Emergencies  
2000-2002 Responsive bidders  
3000-3010 Roofing projects  
3400 Bids, specifications by brand or trade name not permitted  
3410 United States produce and processed foods  
6610 Bid visits  
12200 Definitions, recycled goods, materials and supplies  
20101-20103.7 Public construction projects, requirements for bidding  
20103.8 Award of contracts  
20107 Bidder's security  
20111-20118.4 Contracting by school districts  
20189 Bidder's security, earthquake relief  
22002 Definition of public project  
22030-22045 Alternative procedures for public projects (UPCCAA)  
22050 Alternative emergency procedures  
22152 Recycled product procurement

#### COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739  
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425  
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241  
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449  
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

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#### ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

#### WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: March 13, 2019     Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Bids**

AR 3311

### **Business and Noninstructional Operations**

#### **Advertised/Competitive Bids**

The district shall advertise for competitive bids to let any public project contract involving an expenditure of \$15,000 or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment, but does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

#### **Instructions and Procedures for Advertised Bids**

The Superintendent/Principal or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The Superintendent/Principal or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)



(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

a. Cash

b. A cashier's check made payable to the district

c. A certified check made payable to the district

d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Board of Trustees may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent/Principal or designee shall notify the bidder and give him/her an opportunity to respond to the information.

#### Prequalification Procedure

When required by law or the Board, each prospective bidder shall complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent/Principal or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent/Principal or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of

contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

#### Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

#### Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent/Principal or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent/Principal or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent/Principal or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent/Principal or designee's decision to the Board. The Superintendent/Principal or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

## Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent/Principal or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent/Principal or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent/Principal or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
8. The Board, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

## Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent/Principal or designee shall not draft the bid specification in a manner that:  
(Public Contract Code 3400)

1. Directly or indirectly limits bidding to any one specific concern
2. Calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent/Principal or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

#### Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in

the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of the cafeteria may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of the school without taking estimates or advertising for bids. (Education Code 17602)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: March 13, 2019 Stewarts Point, California

# **Kashia ESD**

## **Board Policy**

### **Contracts**

BP 3312

#### **Business and Noninstructional Operations**

Whenever state law invests the Board of Trustees with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent/Principal or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)

- (cf. 3300 - Expenditures and Purchases)
- (cf. 3314 - Payment for Goods and Services)
- (cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent/Principal or designee.

- (cf. 2121- Superintendent's Contract)
- (cf. 4312.1 - Contracts)
- (cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

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

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

#### **Contracts for Non-Nutritious Foods or Beverages**

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)

- (cf. 3554 - Other Food Sales)



In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent/Principal or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

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To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent/Principal or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)  
(cf. 0100 - Philosophy)  
(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent/Principal or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent/Principal or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent/Principal or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)  
(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

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(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

(cf. 1340 - Access to District Records)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the

dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

#### Contracts/Agreements/Partnerships with Non-Governmental Organizations (NGO)

Superintendent shall not enter into a contract, partnership, or agreement with any NGO until the Superintendent/designee has completed the following:

1. Verifies that a problem exists in the district that can best be ameliorated by contracting with a NGO.

To determine if such a problem exists, the Superintendent may use any means necessary to investigate.

2. Substantiates that the district cannot solve the problem internally.

In many instances, the district is either in the process of mitigating the problem or has the ability to do so. If this is the case, outside help is not required. The Superintendent will determine whether the district has the capability and capacity to independently address the problem.

3. The NGO being considered is the "best fit" for the district

Before the district will contract with any NGO, the Superintendent/Principal or designee will insure that the requesting NGO can work well with the district and is capable of completing the task. The Superintendent/Principal or designee will at a minimum examine the following:

a. Articles of Incorporation of the NGO

The Proposed project must fall within the articles of incorporation of the NGO and the NGO must be able to show that they have the expertise and capacity (manpower) to accomplish the project.

b. Division of funds for Administration Costs and Project Costs.

NGO's who expend less than 80 percent on direct services.

c. Qualifications of the Proposed Project Workers.

The Superintendent/Principal or designee will insure that all personnel hired, or NGO employees responsible for carrying out services pursuant to the agreement with the NGO meet all statutory requirements and have the appropriate training/credentials and or licenses and experience for the position.

d. Proven Ability of the NGO to successfully complete the project.

The Superintendent/Principal or designee will evaluate the NGO's past project performance and effectiveness.

e. Appropriateness of Proposal

The Superintendent/Principal or designee will examine the proposing NGO's solution to insure it is tailored to the unique characteristics of the district's needs.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019     Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Fire Drills And Fires**

AR 3516.1

#### **Business and Noninstructional Operations**

##### **Fire Drills**

The Superintendent shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The Superintendent shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The Superintendent shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The Superintendent/Principal or designee shall keep a record of each fire drill conducted.

##### **Fires**

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The Superintendent/Principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The Superintendent/Principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.

5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the Superintendent, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: March 13, 2019 Stewarts Point, California

# **Kashia ESD**

## **Administrative Regulation**

### **Earthquake Emergency Procedure System**

AR 3516.3

#### **Business and Noninstructional Operations**

##### **Earthquake Preparedness**

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

- 
3. Protective measures to be taken before, during, and following an earthquake
  4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent/Principal or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency



procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent/Principal or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent/Principal or designee shall identify potential earthquake hazards in classrooms and other district facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the Superintendent/Principal or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.

5. When directed by the Superintendent/Principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the Superintendent/Principal or designee for instructions before proceeding on the route.

(cf. 3543 - Transportation Safety and Emergencies)

#### Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the Superintendent/Principal or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The Superintendent/Principal or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The Superintendent/Principal or designee shall request assistance as needed from the

county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System (SEMS)

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/hazards/earthquakes>

National Incident Management System (NIMS): <http://www.fema.gov/emergency/nims>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: March 13, 2019 Stewarts Point, California

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# Kashia ESD

## Board Policy

### Emergency Schedules

BP 3516.5

#### Business and Noninstructional Operations

In order to provide for the safety of students and staff, the Board of Trustees authorizes the Superintendent/Principal or designee to close the school, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5142 - Safety)  
(cf. 6112 - School Day)

The Superintendent/Principal or designee shall establish a system for informing students and parents/guardians when school buses are not operating or when the school day schedule is changed or the school is closed.

(cf. 3542 - School Bus Drivers)  
(cf. 3543 - Transportation Safety and Emergencies)

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent/Principal or designee shall ensure that supervision is provided in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3516.1 - Fire Drills and Fires)  
(cf. 3516.2 - Bomb Threats)  
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent/Principal or designee may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

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(cf. 6111 - School Calendar)

#### Legal Reference:

##### EDUCATION CODE

41422 Schools not maintained for 175 days  
46010 Total days of attendance  
46100-46192 Attendance; maximum credit; minimum day  
46390 Calculation of ADA in emergency  
46392 Decreased attendance in emergency situation

##### VEHICLE CODE

34501.6 School buses; reduced visibility

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: March 13, 2019     Stewarts Point, California

# Kashia ESD

## Board Policy

### Facilities Inspection

BP 3517

#### Business and Noninstructional Operations

The Board of Trustees recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3111 - Deferred Maintenance Funds)  
(cf. 3514 - Environmental Safety)

The Superintendent/Principal or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.

11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.
13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

The Superintendent/Principal or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent/Principal or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to the district school by the County Superintendent of Schools.

#### Legal Reference:

##### EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

##### CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

#### Management Resources:

##### CSBA PUBLICATIONS

Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

##### COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

Facility Inspection Tool Guidebook, February 2008

##### WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019     Stewarts Point, California

# Kashia ESD

## Board Policy

### Risk Management/Insurance

BP 3530

#### Business and Noninstructional Operations

The Board of Trustees strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent/Principal or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district consistent with required services, the Superintendent/Principal or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.

To attempt to minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent/Principal or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

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

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

(cf. 4030 - Nondiscrimination in Employment)

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

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

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 9260 - Legal Protection)

The Superintendent/Principal or designee shall report to the Board once a year on the district's risk management activities.

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

17565-17592 Board duties re property maintenance and control

32350 Liability on equipment loaned to district

35162 Power to sue, be sued, hold and convey property

35200-35214 Liabilities, especially:

35208 Liability insurance

35211 Driver training civil liability insurance

35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance

35331 Medical or hospital service for students on field trip

39837 Transportation of pupils to places of summer employment

41021 Requirement for employees' indemnity bonds

44873 Qualifications for physician (liability coverage)

49470-49474 District medical services and insurance

GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district

989-991.2 Local public entity insurance

LABOR CODE

3200-4855 Workers' compensation

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 13, 2019     Stewarts Point, California



# **Kashia ESD**

## **Administrative Regulation**

### **Risk Management/Insurance**

AR 3530

#### **Business and Noninstructional Operations**

##### **Risk Management**

The Superintendent/Principal or designee shall take action to:

1. Identify the risks inherent in the operation of district programs
2. Assess the above risks and keep records of accidents, losses and damage
3. Mitigate risks through loss control and safety-related activities
4. Determine the extent to which risks should be assumed by the district or covered by the purchase of insurance or pooling with other districts

Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1330 - Use of School Facilities)  
(cf. 3400 - Management of District Assets/Accounts)  
(cf. 3430 - Investing)  
(cf. 3440 - Inventories)  
(cf. 3512 - Equipment)  
(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3515.4 - Recovery for Property Loss or Damage)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 3543 - Transportation Safety and Emergencies)  
(cf. 4112.42/4212.42/4312.43 - Drug and Alcohol Testing for School Bus Drivers)  
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4157/4257/4357- Employee Safety)  
(cf. 4212.5 - Criminal Record Check)  
(cf. 5131.1 - Bus Conduct)  
(cf. 5131.61 - Drug Testing)

(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5142 - Safety)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6153 - School-Sponsored Trips)  
(cf. 9260 - Legal Protection)

## Insurance

Insurance coverage shall include, but may not be limited to:

1. Liability insurance (Education Code 35200-35214)
2. Fire insurance for buildings, equipment and vehicles (Education Code 17565)
3. Workers' compensation insurance (Labor Code 3700)
4. Fidelity bond insurance (Education Code 41021)

A suitable bond indemnifying the district against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding. (Education Code 41021)

(cf. 1330 - Use of School Facilities)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)  
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)  
(cf. 5143 - Insurance)  
(cf. 9260 - Legal Protection)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT  
approved: March 13, 2019 Stewarts Point, California

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# **Kashia ESD**

## **Board Policy**

### **Consultants**

BP 3600

#### **Business and Noninstructional Operations**

The Board of Trustees authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent/Principal or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

All consultant contracts shall be brought to the Board for approval.

(cf. 3312 - Contracts)

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

(cf. 3311 - Bids)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 4030 - Nondiscrimination in Employment)

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent/Principal or designee, depending on the range of duties to be performed by the consultant. The Superintendent/Principal or designee shall consider this statement when deciding whether to recommend the consultant's employment.

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education or other public agency serve

as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172(a) Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

Policy KASHIA ELEMENTARY SCHOOL DISTRICT  
adopted: March 13, 2019     Stewarts Point, California

# The FISCAL REPORT 32 informational update

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Volume 38

For Publication Date: November 16, 2018

No. 23

## Reminder: Minimum Wage Increases January 1

Starting January 1, 2019, the state minimum wage increases once again—this time to \$12 per hour for employers with more than 25 employees. Employers with 25 employees or fewer are required to comply with the \$11 per hour minimum wage starting January 1, 2019. An increase in the state minimum wage also increases the minimum salary for employees in certain positions to be exempt from the Fair Labor Standards Act.

Here is the minimum wage implementation schedule, along with the minimum salary for exempt employees:

Minimum Wage	Effective Date: > 25 Employees	Effective Date: ≤ 25 Employees	Exempt Minimum Salary (Weekly)	Exempt Minimum Salary (Monthly)	Exempt Minimum Salary (Annually)
\$11.00/hour	January 1, 2018	January 1, 2019	\$880	\$3,813	\$45,760
\$12.00/hour	January 1, 2019	January 1, 2020	\$960	\$4,160	\$49,920
\$13.00/hour	January 1, 2020	January 1, 2021	\$1,040	\$4,507	\$54,080
\$14.00/hour	January 1, 2021	January 1, 2022	\$1,120	\$4,853	\$58,240
\$15.00/hour	January 1, 2022	January 1, 2023	\$1,200	\$5,200	\$62,400

Note that, depending on your location, your agency may be required to comply with a higher local minimum wage—there are many cities and counties in California that have an ordinance requiring a higher minimum wage than the state.

Even with the scheduled increases above as specified in statute, state policy makers can choose to suspend the minimum wage increase for any year in which there are concerns about the state's fiscal condition.

—Charlene Quilao and Sheila G. Vickers

## Salary Schedule CERT - Certificated

## ANNUAL RATES

07/01/2017 - Open

	30	45	60	75	90
1	39,037.00	41,268.00	43,499.00	45,731.00	47,961.00
2	39,760.00	41,992.00	44,223.00	46,455.00	48,685.00
3	40,484.00	42,716.00	44,946.00	47,178.00	49,409.00
4	41,208.00	43,439.00	45,669.00	47,901.00	50,133.00
5	41,931.00	44,164.00	46,394.00	48,624.00	50,855.00
6	42,655.00	44,887.00	47,117.00	49,349.00	51,579.00
7		45,610.00	47,841.00	50,073.00	52,304.00
8			48,564.00	50,797.00	53,029.00
9				51,519.00	53,750.00
10				52,243.00	54,472.00

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

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# of Rows 0

Max Column

Max Row

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Edited

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Page 1 of 1

## Salary Schedule CLAS - Classified

## HOURLY RATES

07/01/2017 - Open

	AID	CUS	MAI	VAN	VEN	
1	16.80	13.00	15.00	13.00	10.50	
Aide		Custodian	Maintenance	Van	Vendor	
2	17.40	13.50	15.50	13.50		
Aide		Custodian	Maintenance	Van		
3	18.00	14.00	16.00	14.00		
Aide		Custodian	Maintenance	Van		
4	18.60	14.50	16.50	14.50		
Aide		Custodian	Maintenance	Van		
5	19.20	15.00	17.00	15.00		
Aide		Custodian	Maintenance	Van		
6					11.50	
					Vendor Oct 17	
					Board	

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

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Selection Grouped by SalarySchedId

ESCAPE ONLINE

Page 1 of 1

Salary Schedule MISCHR - Misc Pay Classified

HOURLY RATES

07/01/2014 - Open						
	BM	C	CE	IN	SE	
1		Lang Tchrr	50.00			
2						
3	60.00	Business Manager				SELPA Driver
4			150.00			
5				150.00		
			Cultural Education	Intervention		

Basis	.00	Anniversary Movement		Created	CBISCHOF, Nov 30 2014 4:59PM
Pay Prd %	No	# of Columns	0	Edited	PPOMPLIN, Dec 3 2018 8:59AM
Retro Enabled	No	# of Rows	0		

Selection Grouped by SalarySchedId

ESCAPE ONLINE

Page 1 of 1



## Kashia School District

## VENDOR Timesheet

Employee: \_\_\_\_\_

Pay Period Start Date: \_\_\_\_\_

Address: \_\_\_\_\_

Pay Period End Date: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Employee Phone: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Day	Date	Custodian	Lunch	Maint	Parent Assist	Recess	Van	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total Hours								
Rate Per Hour		\$13.00	\$11.50	\$15.00	\$11.50	11.50	\$13.00	
Total Pay								

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

**STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Habbas Nassar - Vice President

January 10, 2019

Management and Governing Board of  
Kashia Elementary School District  
P.O. Box 129  
Stewarts Point, CA 95480**Year 1 of 3-year contract**

This letter confirms that Kashia Elementary School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Kashia Elementary School District for the fiscal years ended June 30, 2019, June 30, 2020, and June 30, 2021. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Kashia Elementary School District as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kashia Elementary School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kashia Elementary School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedules of the proportionate share of the net pension liabilities
4. Schedules of contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Kashia Elementary School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

### **Audit Procedures - General (Concluded)**

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Management Responsibilities (Concluded)**

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (GASB 34 conversion entries, depreciation schedule, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other (Concluded)**

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (K-12 Audit Guide)*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (K-12 Audit Guide)*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

## School Accountability Report Card Reported Using Data from the 2017—18 School Year California Department of Education

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fq/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

### DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

### Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## Frances Johnson, Superintendent/Principal

Principal, Kashia Elementary

### About Our School

The Kashia Elementary School District is a school community where teaching and learning blend with Kashia culture and tradition, teaching children of their roots, while providing them wings for tomorrow. Within a learning climate that encourages innovation and creativity, children are nurtured to learn a broad-based academic curriculum infused with social skills necessary for their continuing education and future success.

It is the mission of Kashia Elementary School to provide a supportive and nurturing environment for all students.

Students acquire the basic skills of knowledge, along with the thinking skills needed for problem-solving and decision-making relevant to a changing and multi-cultural world. Our students learn to take responsibility for their behavior, develop an understanding and respect for the diversity of all life, understand and respect the Kashia culture and community, and develop a caring for others.

There are six fundamental goals that help us to our mission:

- Emphasizing excellence
  - Teaching students the academic skills necessary to function in society
  - Promoting an atmosphere that encourages compassion, acceptance, cooperation, and respect for self and others
  - Preparing students to develop their full potential and unique qualities
  - Providing a learning environment that integrates Kashia culture and language with academic skills.
  - Developing and implementing effective and successful after-school learning programs to assist our students in their ability to apply their education, skills and confidence to successfully participate in Sonoma County-wide school events.
- The school focuses on project-based learning and ways to embed the Pomo culture into curriculum.

### Principal's Comment

The Kashia Elementary School District is a school community where teaching and learning blend with Kashia culture and tradition, teaching children of their roots, while providing them wings for tomorrow. Within a learning climate that encourages innovation and creativity, children are nurtured to learn a broad-based academic curriculum infused with social skills necessary for their continuing education and future success.

2017-18 NARC Kashia Elementary

making relevant to a changing and multi-cultural world. Our students learn to take responsibility for their behavior, develop an understanding and respect for the diversity of all life, understand and respect the Kashia culture and community, and develop a caring for others.

There are six fundamental goals that help

## Contact

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*Kashia Elementary*  
31510 Skaggs Springs Rd.  
Stewarts Point, CA 95460-0129

Phone: 707-785-9682  
E-mail: [fjohnson@scoe.org](mailto:fjohnson@scoe.org)

# About This School

## Contact Information (School Year 2018—19)

District Contact Information (School Year 2018—19)	
<b>District Name</b>	Kashia Elementary
<b>Phone Number</b>	(707) 785-9682
<b>Superintendent</b>	Frances Johnson
<b>E-mail Address</b>	<a href="mailto:fjohnson@scoe.org">fjohnson@scoe.org</a>
<b>Web Site</b>	<a href="http://kashiaelementaryschool.weebly.com/">kashiaelementaryschool.weebly.com/</a>

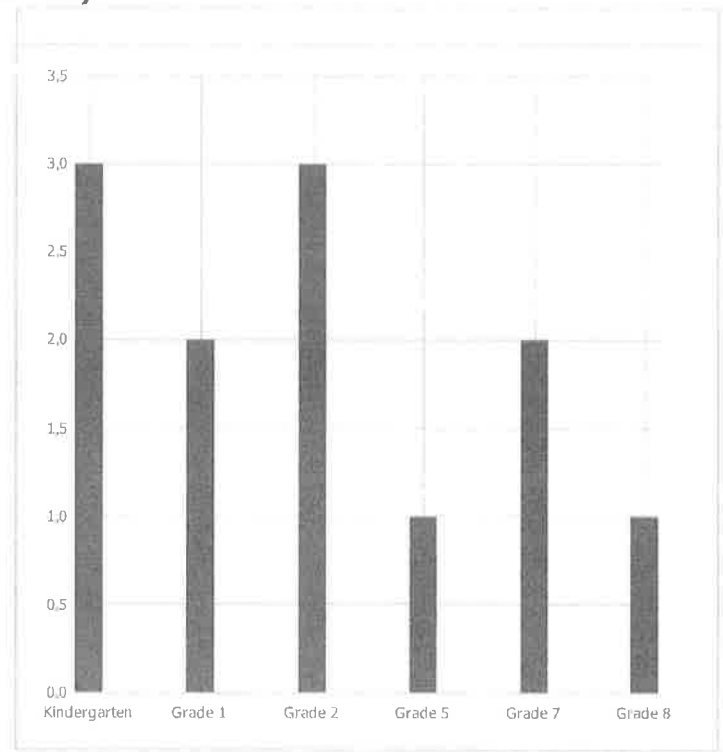
School Contact Information (School Year 2018—19)	
<b>School Name</b>	Kashia Elementary
<b>Street</b>	31510 Skaggs Springs Rd.
<b>City, State, Zip</b>	Stewarts Point, Ca, 95480-0129
<b>Phone Number</b>	707-785-9682
<b>Principal</b>	Frances Johnson, Superintendent/Principal
<b>E-mail Address</b>	<a href="mailto:fjohnson@scoe.org">fjohnson@scoe.org</a>
<b>Web Site</b>	<a href="http://kashiaelementaryschool.weebly.com/">kashiaelementaryschool.weebly.com/</a>
<b>County-District-School (CDS) Code</b>	49708886052013

Last updated: 1/10/2019



### Student Enrollment by Grade Level (School Year 2017—18)

Grade Level	Number of Students
Kindergarten	3
Grade 1	2
Grade 2	3
Grade 5	1
Grade 7	2
Grade 8	1
<b>Total Enrollment</b>	<b>12</b>



Last updated: 1/10/2019

### Student Enrollment by Student Group (School Year 2017—18)

Student Group	Percent of Total Enrollment
Black or African American	%
American Indian or Alaska Native	83.3 %
Asian	%
Filipino	%
Hispanic or Latino	%
Native Hawaiian or Pacific Islander	8.3 %
White	%
Two or More Races	8.3 %
Other	0.1 %
Student Group (Other)	Percent of Total Enrollment
Socioeconomically Disadvantaged	100.0 %
English Learners	8.3 %
Students with Disabilities	%
Foster Youth	%





## Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018–19)

Textbooks for all grade levels were purchased from Houghton Mifflin Harcourt in September 2018. Online reading Intervention program was also purchased from GreatLeaps for the entire 2018-19 school year

Year and month in which the data were collected: September 2018

Subject	Textbooks and Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts		Yes	0.0 %
Mathematics		Yes	0.0 %
Science		No	0.0 %
History-Social Science		No	0.0 %
Foreign Language			0.0 %
Health			0.0 %
Visual and Performing Arts			0.0 %
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

Last updated: 1/10/2019

## School Facility Good Repair Status

Year and month of the most recent FIT report: September 2018

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	
<b>Interior:</b> Interior Surfaces	Good	
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	
<b>Electrical:</b> Electrical	Good	
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	
<b>Structural:</b> Structural Damage, Roofs	Good	
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Fair	Broken window in need of repair.

## Overall Facility Rate

Year and month of the most recent FIT report: September 2018

Overall Rating	Good
----------------	------

Last updated: 1/10/2019

## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

#### CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2016–17	School 2017–18	District 2016–17	District 2017–18	State 2016–17	State 2017–18
English Language Arts / Literacy (grades 3-8 and 11)	0%	0%	0%	0%	48.0%	50.0%
Mathematics (grades 3-8 and 11)	0%	0%	0%	0%	37.0%	38.0%

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

*Last updated: 1/10/2019*

**CAASPP Test Results in Science for All Students**  
**Grades Five, Eight and High School**  
**Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2016—17	School 2017—18	District 2016—17	District 2017—18	State 2016—17	State 2017—18
Science (grades 5, 8, and high school)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

*Last updated: 1/10/2019*

# State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

## California Physical Fitness Test Results (School Year 2017—18)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
5	1.0%	1.0%	1.0%
7	2.0%	2.0%	2.0%

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

*Last updated: 1/10/2019*

## C. Engagement

### State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site



# State Priority: Pupil Engagement

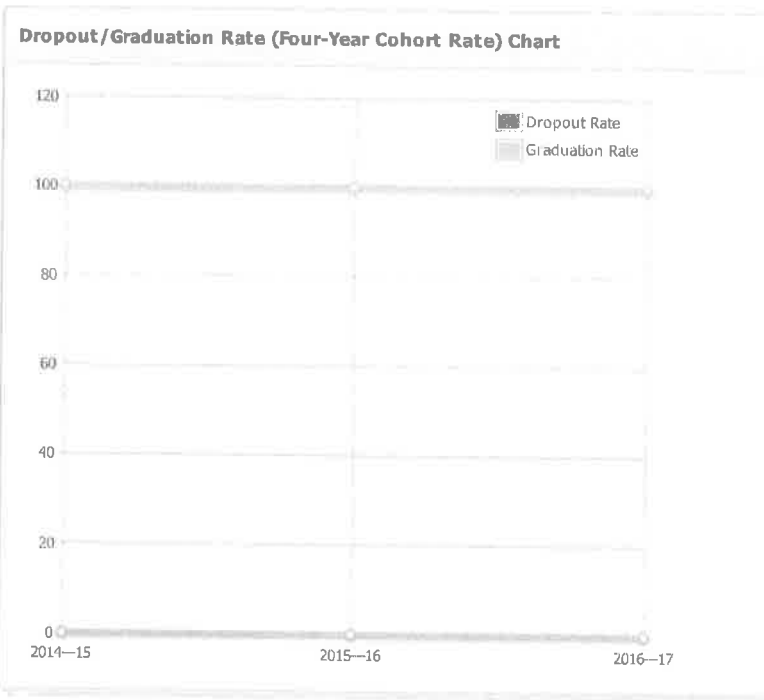
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

## Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2014—15	School 2015—16	District 2014—15	District 2015—16	State 2014—15	State 2015—16
Dropout Rate	0.0%	0.0%	0.0%	0.0%	10.7%	9.7%
Graduation Rate	100.0%	100.0%	100.0%	100.0%	82.3%	83.8%

Indicator	School 2016—17	District 2016—17	State 2016—17
Dropout Rate	0.0%	0.0%	9.1%
Graduation Rate	100.0%	100.0%	82.7%



For the formula to calculate the 2016—17 adjusted cohort graduation rate, see the 2017—18 Data Element Definitions document located on the SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.

Last updated: 1/10/2019

# Completion of High School Graduation Requirements - Graduating Class of 2017 (One-Year Rate)

Student Group	School	District	State
All Students	2.0%	2.0%	--
Black or African American	0.0%	0.0%	--
American Indian or Alaska Native	2.0%	2.0%	--
Asian	0.0%	0.0%	--
Filipino	0.0%	0.0%	--
Hispanic or Latino	0.0%	0.0%	--
Native Hawaiian or Pacific Islander	0.0%	0.0%	--
White	0.0%	0.0%	--
Two or More Races	0.0%	0.0%	--
Socioeconomically Disadvantaged	2.0%	0.0%	--
English Learners	0.0%	0.0%	--
Students with Disabilities	0.0%	0.0%	--
Foster Youth	0.0%	0.0%	--

# State Priority: School Climate

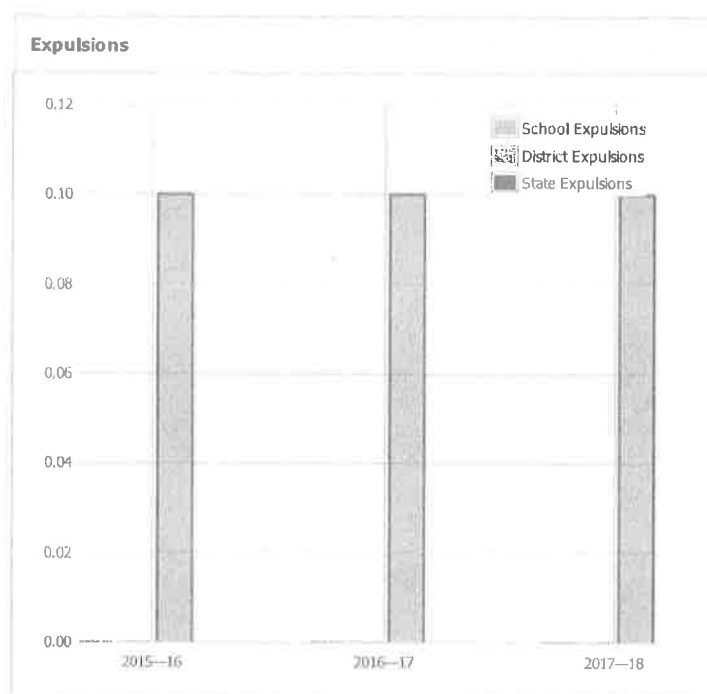
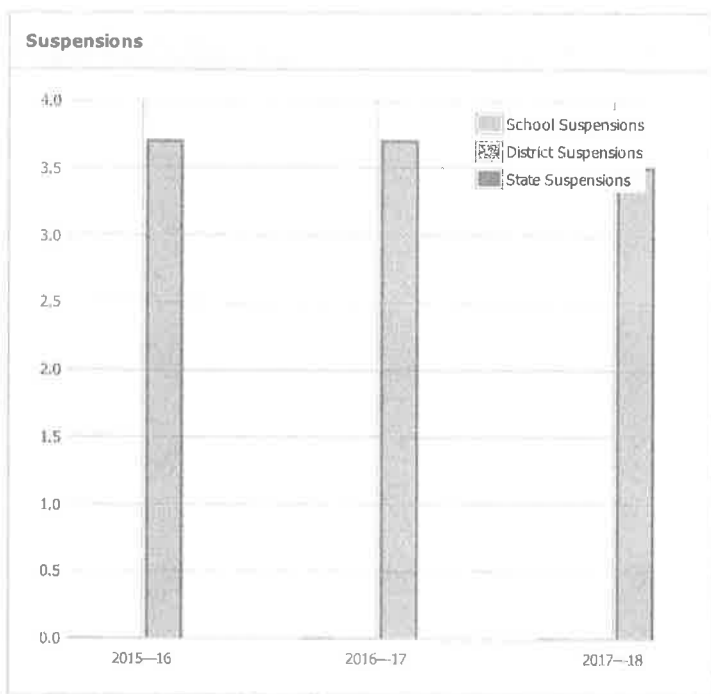
2017-18/2018-19 Academic Year  
Last updated: 1/10/2019

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

## Suspensions and Expulsions

	School			District			State		
Rate	2015—16	2016—17	2017—18	2015—16	2016—17	2017—18	2015—16	2016—17	2017—18
Suspensions	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.7%	3.7%	3.5%
Expulsions	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%



Last updated: 1/10/2019

## D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### Average Class Size and Class Size Distribution (Elementary) School Year (2015—16)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K		1	0	0
1		1	0	0
2		1	0	0
3		1	0	0
4		1	0	0
5		1	0	0
6		1	0	0
Other**	14.0	1	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

### Average Class Size and Class Size Distribution (Elementary) School Year (2016—17)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K		1	0	0
1		1	0	0
2		1	0	0
3		1	0	0
4		1	0	0
5		1	0	0
6		1	0	0
Other**	13.0	1	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

### Average Class Size and Class Size Distribution (Elementary) School Year (2017—18)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K		1	0	0
1		1	0	0
2		1	0	0
3		1	0	0
4		1	0	0
5		1	0	0
6		1	0	0
Other**	14.0	1	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

## Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2016—17)

School Site	--	\$0.0	\$45550.0	\$53404.0
District	N/A	N/A	\$45550.0	\$53404.0
Percent Difference – School Site and District	N/A	N/A	0.0%	0.0%
State	N/A	N/A	\$6574.0	\$63218.0
Percent Difference – School Site and State	N/A	N/A	38425.0%	-9814.0%

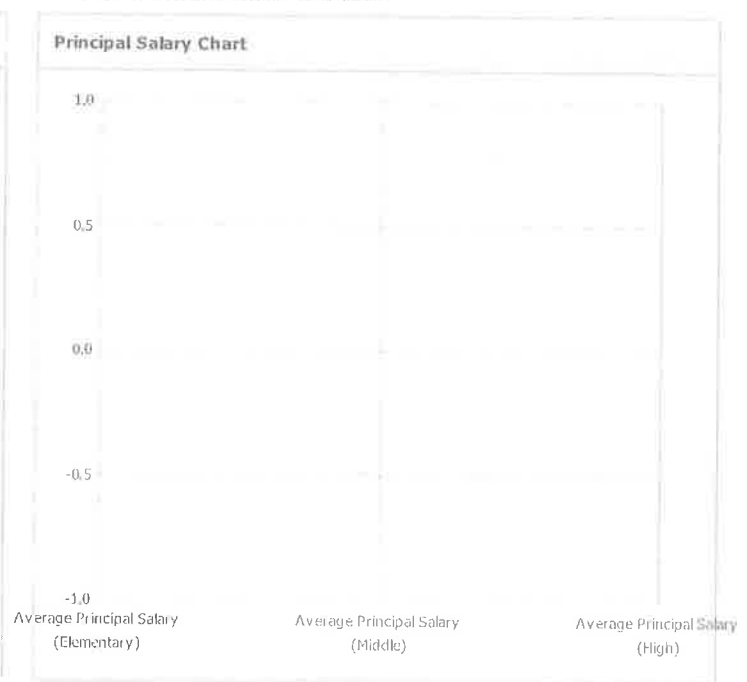
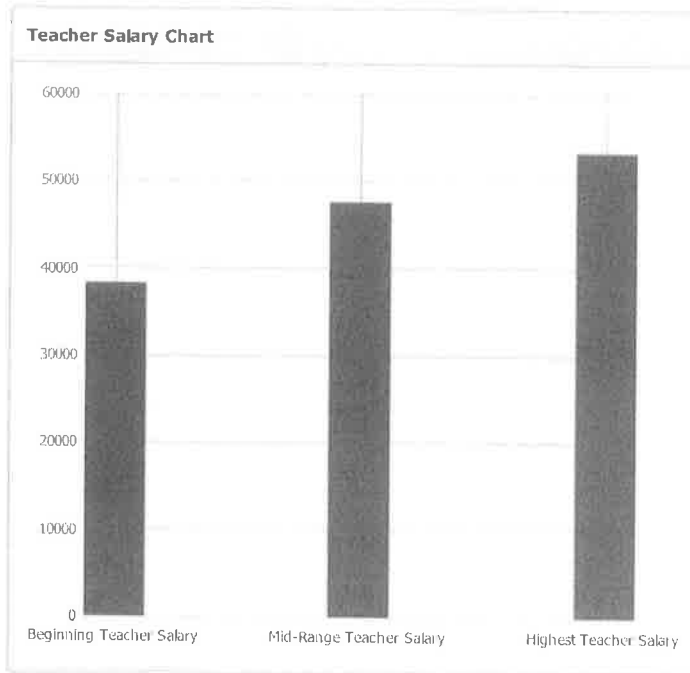
Note: Cells with N/A values do not require data.

Last updated: 1/10/2019

## Teacher and Administrative Salaries (Fiscal Year 2016—17)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$38,272	\$44,375
Mid-Range Teacher Salary	\$47,612	\$65,926
Highest Teacher Salary	\$53,404	\$82,489
Average Principal Salary (Elementary)	\$	\$106,997
Average Principal Salary (Middle)	\$	\$109,478
Average Principal Salary (High)	\$	--
Superintendent Salary	\$	\$121,894
Percent of Budget for Teacher Salaries	17.0%	32.0%
Percent of Budget for Administrative Salaries	7.0%	7.0%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 1/10/2019

**Advanced Placement (AP) Courses (School Year 2017—18)**

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science	0	N/A
English	0	N/A
Fine and Performing Arts	0	N/A
Foreign Language	0	N/A
Mathematics	0	N/A
Science	0	N/A
Social Science	0	N/A
All Courses	0	0.0%

Note: Cells with N/A values do not require data.

\*Where there are student course enrollments of at least one student.

*Last updated: 1/10/2019*

# KASHIA UNION ELEMENTARY SCHOOL

## MASTER CALENDAR

2018-2019

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F
<b>JULY</b>				
				<b>0</b>
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4-Holiday-Independence Day

<b>AUGUST</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

16- Staff Returns

22- Students Return

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

3-Holiday-Labor Day

21 - Native American Day

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

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

12-Holiday-Veteran's Day

19-23-Holiday No Students, Teachers, or 10 Mo.

22-23-Holiday-Thanksgiving & Admissions Day

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

25-Holiday-Christmas Day

21-31-Winter Break

M	T	W	TH	F
<b>JANUARY</b>				
				<b>18</b>
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2-4 Winter Break

7 - School Resumes

21-Holiday-Martin Luther King D

<b>FEBRUARY</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

18-Holiday-President's Day.

19-Holiday-Lincoln's Day Altern

18-22-President's Week

<b>MARCH</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

29-Storm Day

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

15-19-Spring Break

<b>MAY</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

24-Storm Day

27-Holiday-Memorial Day

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

14-Last Day of School

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

<b>K-5 TRIMESTER ENDS</b>		
First	60	November 16
Second	64	March 15
Third	56	June 14
	<b>180</b>	

	Holiday
	Staff Development
	First Day of School
	Storm Day if necessary

<b>HOLIDAYS</b>	
10 Mo.	10
12 Mo.	11
D.O.	12

Storm Days: If school is canceled due to hazardous conditions, 3/29 & 5/24 will be used as a make-up day. If no school days are canceled, 3/29 & 5/24 will be non-school days.

<b>MIDDLE SCHOOL QUARTER ENDS</b>		
First	42	November
Second	38	March
Third	44	June 14
Fourth	56	
	<b>180</b>	

Board Adoption: 05/09/2018

01/17/2019 Power Outage