



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**December 8, 2022 5:30 pm**  
**AGENDA**

*The Loleta Union Elementary School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. Members of the public may attend at Loleta Elementary School in order to observe and provide public comment during the meeting.*

*The board meeting room will remain open during the meeting for those members of the public who wish to attend the meeting and/or make public comment. However, the Board may limit the number of individuals in the board meeting room at any one time pursuant to guidance from public health officials. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the Superintendent at least two working days prior to the meeting.*

**1. OPENING OF MEETING**

*Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing body by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the district office, 700 Loleta Drive, Loleta, CA 95551*

1.1 Call to Order

1.2 Roll Call

1.3 Approval of the Agenda, including the Consent Agenda

**2. CONSENT AGENDA**

*All items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board request specific items be discussed.*

- |  |             |
|--|-------------|
| 2.1 Approve Board Minutes (11.10.2022) | Action Item |
| 2.2 Review November Warrant Reports    | Action Item |

### **3. PUBLIC COMMENT**

*This is an opportunity for members of the public to address the Board on matters **not** on the agenda and within the subject matter jurisdiction of the Board. Per the Brown Act the Board does not act upon, respond to, or comment on the merits of any item presented. In the case of numerous requests to address the same subject, the Board may select representatives to speak on each item. Proper decorum is required at all times. Speakers will be required to step down for improper language or if improper topics or closed session items are discussed. In accordance with Board policy, speakers are to keep comments concise and limited to three (3) minutes per speaker and a total of twenty (20) minutes per issue.*

### **INFORMATION OR ACTION ITEMS**

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### **4. REPORTS**

- |   |                  |
|---|------------------|
| 4.1 Employee Group/Staff Report(s) (CSEA, CTA) if any | Information Item |
| 4.2 Board Report, if any                              | Information Item |
| 4.3. LCRC Report                                      | Information Item |

### **5. ADMINISTRATION, POLICY and GOVERNANCE**

- |  |             |
|--|-------------|
| 5.1 Elect Board President                | Action Item |
| 5.2 Elect Board Clerk                    | Action Item |
| 5.3 Adopt BP/AR 5145.3 Nondiscrimination | Action Item |

## **6. BUSINESS and LOCAL CONTROL**

6.1 Approval and Certification of First Interim Budget                      Action Item

## **7. INSTRUCTION and STUDENT SERVICES**

7.1 Approve Job Description New Classified Position                      Action Item

7.2 Consider Proposal to Increase .75 FTE position to 1.0 FTE                      Action Item

## **8. FACILITIES and TRANSPORTATION**

## **9. COMMUNITY and CORRESPONDENCE**

## **10. CLOSED SESSION**

10.1 Interdistrict Transfer Requests

10.2 Personnel: Discipline, Dismissal, Release, Evaluation of Performance  
(Government Code Section 54957)

10.3 Liability Claims (Government Code Section 54956.95) and/or Conference  
with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9)

10.4 Conference with Labor Negotiator (Government Code Section 54957.6)

Agency Designated Representative: Linda Row, Superintendent

Employee Organization: CTA/NEA

## **11. RECONVENE TO OPEN SESSION**

Report out any action taken in closed session

## **12. FUTURE AGENDA ITEMS/TOPICS**

The next regularly scheduled meeting will be held on Thursday, January 12, 2023  
at 5:30 pm.

## **13. ADJOURNMENT**



**Agenda Item: 2.1**

**Subject:** Approve Board Minutes from 11.10.2022 meeting

**Background:** Approval of these draft Minutes make them the formal Minutes from the November 10, 2022 meeting.

**Previous Board Action:** The Board approves the minutes of the previous meeting at most Board meetings.

**Fiscal Implications:** None

**Recommendation:** Approve the Board meeting minutes from November 10, 2022.

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**November 10, 2022 5:30 pm**  
**MEETING MINUTES**

*The Loleta Union Elementary School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. Members of the public may attend at Loleta Elementary School in order to observe and provide public comment during the meeting.*

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**1. OPENING OF MEETING**

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1.1 Call to Order

1.2 Roll Call

1.3 Approval of the Agenda, including the Consent Agenda

**2. CONSENT AGENDA**

*All items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion*

*of these items prior to the time the Board votes on the motion, unless members of the Board request specific items be discussed.*

2.1 Approve Board Minutes (10.13.2022) Action Item

2.2 October Warrant Reports Action Item

The meeting commenced at 5:30 pm. Board President Charmin Bailey was present, along with Trustees Perez and Shewry. Trustees Rivera and Sand were absent. Trustee Perez moved to approve the agenda, including the consent agenda. Trustee Shewry seconded the motion and the motion passed 3-0.

### **3. PUBLIC COMMENT**

*This is an opportunity for members of the public to address the Board on matters **not** on the agenda and within the subject matter jurisdiction of the Board. Per the Brown Act the Board does not act upon, respond to, or comment on the merits of any item presented. In the case of numerous requests to address the same subject, the Board may select representatives to speak on each item. Proper decorum is required at all times. Speakers will be required to step down for improper language or if improper topics or closed session items are discussed. In accordance with Board policy, speakers are to keep comments concise and limited to three (3) minutes per speaker and a total of twenty (20) minutes per issue.*

Teachers, former employees and a parent from the District offered public comment.

### **INFORMATION OR ACTION ITEMS**

*Members of the public may address the Board regarding an agenda item before the presentation has been made. There will be a time limit of three (3) minutes per person per item. There will be a total time limit of twenty (20) minutes per agenda item. The discussion of the agenda item will take place after the public comments and will be limited to the Governance Team. The Board President may move any agenda time to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.*

### **4. REPORTS**

4.1 Superintendent/Principal's Report Information Item

|  |                  |
|--|------------------|
| 4.2 Employee Group/Staff Report(s) (CSEA, CTA) | Information Item |
| 4.3 Board Report                               | Information Item |

## **5. BUSINESS and LOCAL CONTROL**

|  |             |
|--|-------------|
| 5.1 Interdistrict Transfer Agreement for 2023-2024 | Action Item |
|--|-------------|

Trustee Perez moved to approve the District's participation in the county-wide Interdistrict Transfer Agreement for the 2023-2024 school year. Trustee Shewry seconded the motion and the motion passed 3-0.

## **6. ADMINISTRATION, POLICY and GOVERNANCE**

|   |                  |
|---|------------------|
| 6.1 Revisit AB 361 Remote Meeting Option                      | Action Item      |
| 6.2 Select Representative to Serve on County Delegation       | Action Item      |
| 6.3 Loleta Teachers' Association Initial Proposal to District | Information Item |

Board President Charmin Bailey moved to table item 6.1 as the Trustee who had asked that it be on the agenda was absent. Trustee Perez seconded the motion and the motion passed 3-0.

Trustee Glen Shewry nominated Trustee Christina Perez to serve on the county delegation (item 6.2). Board President Charmin Bailey seconded the motion and the motion passed 3-0.

## **7. INSTRUCTION and STUDENT SERVICES**

|  |                  |
|--|------------------|
| 7.1 Adoption of Science Instructional Materials        | Action Item      |
| 7.2 Adoption of Social Studies Instructional Materials | Action Item      |
| 7.3 Williams Annual Report                             | Information Item |

Trustee Glen Shewry moved to approve the adoption of Science instructional materials and Trustee Christina Perez seconded the motion. The motion passed 3-0.

Trustee Glen Shewry moved to approve the adoption of Social Studies instructional materials and Trustee Christina Perez seconded the motion. The motion passed 3-0.

## **8. FACILITIES and TRANSPORTATION**

## **9. COMMUNITY and CORRESPONDENCE**

## **10.CLOSED SESSION**

10.1 Interdistrict Transfer Requests

10.2 Personnel: Discipline, Dismissal, Release, Evaluation of Performance  
(Government Code Section 54957)

10.3 Liability Claims (Government Code Section 54956.95) and/or Conference  
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10.4 Conference with Labor Negotiator (Government Code Section 54957.6)

Agency Designated Representative: Linda Row, Superintendent

Employee Organization: CTA/NEA

The Board moved to closed session at 6:23 pm.

## **11. RECONVENE TO OPEN SESSION**

Report out any action taken in closed session

The Board reconvened to open session at 7:18 pm. There were no actions taken during closed session. The meeting was adjourned at 7:19 pm.

## **12. FUTURE AGENDA ITEMS/TOPICS**

The next regularly scheduled meeting will be held on Thursday, December 8, 2022 at 5:30 pm.

## **13.ADJOURNMENT**





## **Agenda Item: 2.2**

**Subject:** November Warrant Report

**Background:** The Warrant Report shows a list of payments made in the previous month. Any expenditures that are out of the ordinary are explained in the table below.

**Previous Board Action:** The Board reviews and approves the Warrant Report from the previous month at most Board meetings.

**Fiscal Implications:** Expenditures listed were paid out in the month shown on the report.

**Recommendation:** Approve the Warrant Report as part of the Consent Agenda.

| Item Number | Vendor                        | Description                           |
|-------------|-------------------------------|---------------------------------------|
| 9           | Division of Narva Enterprises | Automatic Defibrillator Device rental |
| 14          | Mendes                        | Cleaning Supplies                     |
| 17          | PG&E                          | Overlapping invoices all paid         |
| 25          | AALRR Professional Corp       | Reference Book                        |

## Checks Dated 11/01/2022 through 11/30/2022

| Check Number           | Check Date | Pay to the Order of                                   | Fund-Object | Comment                         | Expensed Amount | Check Amount |
|------------------------|------------|---|-------------|---------------------------------|-----------------|--------------|
| 1 3000185528           | 11/03/2022 | ACE HARDWARE-FORTUNA                                  | 01-4381     | July-Sept Statement             |                 | 752.96       |
| 2 3000185529           | 11/03/2022 | ADVANCED SECURITY SYSTEMS (C)                         | 01-5804     | Security System                 |                 | 396.00       |
| 3 3000185530           | 11/03/2022 | BCC FUNDING X LLC                                     | 01-5623     | Copier Lease                    |                 | 427.70       |
| 4 3000185531           | 11/03/2022 | Brenda Bowie  | 01-5861     | LiveScan Basketball Coach       |                 | 30.00        |
| 5 3000185532           | 11/03/2022 | Capital One Trade Credit                              | 01-4396     | KIT Funds-Cafeteria Supplies    |                 | 744.39       |
| 6 3000185533           | 11/03/2022 | Clifton-Fontaine, Virginia                            | 01-4310     | ASES Supplies                   |                 | 9.82         |
| 7 3000185534           | 11/03/2022 | Crystal Creamery                                      | 13-4710     | Milk for students               |                 | 171.97       |
| 8 3000185535           | 11/03/2022 | DAVID L. MOONIE & CO. LLP                             | 01-5822     | 21-22 Auditing Services         |                 | 4,800.00     |
| 9 3000185536           | 11/03/2022 | DIVISION OF NARVA ENTERPRISES                         | 01-5300     | Annual AED Program              |                 | 263.99       |
| 10 3000185537          | 11/03/2022 | ECOLAB  | 13-5623     | Cafeteria Dishwasher Rental     |                 | 207.30       |
| 11 3000185538          | 11/03/2022 | EVANGELINA HERRERA MARTINEZ                           | 01-5201     | Mileage Reimb to Glen Paul      |                 | 573.74       |
| 12 3000185539          | 11/03/2022 | HOUGHTON MIFFLIN CO.(C)                               | 01-4110     | Curriculum-Go Math              |                 | 585.09       |
| 13 3000185540          | 11/03/2022 | JOE'S AUTO GLASS                                      | 01-5635     | School Bus Repair               |                 | 50.00        |
| 14 3000185541          | 11/03/2022 | Mendes Supply Company                                 | 01-4374     | Supplies                        |                 | 958.92       |
| 15 3000185542          | 11/03/2022 | MISSION LINEN SERVICE INC                             | 13-5550     | Supplies                        |                 | 438.79       |
| 16 3000185543          | 11/03/2022 | Nyberg-austus, Heather R                              | 01-4310     | ClassroomFunds                  |                 | 73.00        |
| 17 3000185544          | 11/03/2022 | PG&E  | 01-5520     | All PGE accounts paid           |                 | 9,995.66     |
| 18 3000185545          | 11/03/2022 | RECOLOGY  | 01-5560     | Garbage & Recycling             |                 | 1,197.90     |
| 19 3000185546          | 11/03/2022 | Sanabria, Carina                                      | 01-5861     | Livscan ASES Aide               |                 | 62.00        |
| 20 3000185547          | 11/03/2022 | SFS OF SACRAMENTO INC                                 | 13-4710     | Cafeteria Food                  | 3,562.46        |              |
|                        |            |   |             | FFVP                            | 564.28          |              |
| 21 3000185548          | 11/03/2022 | SPURR   | 01-5511     | Natural Gas Program             |                 | 4,126.74     |
| 22 3000185549          | 11/03/2022 | STEWART TELECOMMUNICATIONS (C)                        | 01-5800     | Additional phone & extension    |                 | 220.38       |
| 23 3000185550          | 11/03/2022 | UNIVERSITY OF OREGON (PBIS) EDUCATIONAL AND COMMUNITY | 01-5886     | PBIS SWISS Annual License       |                 | 469.67       |
| 24 3000185551          | 11/03/2022 | VERIZON WIRELESS                                      | 01-5909     | Hot Spots                       |                 | 350.00       |
| 25 3000186248          | 11/14/2022 | AALRR Professional Corp.                              | 01-4310     | Frisk Manual                    |                 | 149.40       |
| 26 3000186249          | 11/14/2022 | FERNDAL TECH  | 01-5800     | Monthly Tech Bill               |                 | 49.56        |
| 27 3000186250          | 11/14/2022 | LOLETA COMMUNITY SERVICES DIST                        | 01-5530     | Water Bill                      |                 | 2,732.61     |
| 28 3000186251          | 11/14/2022 | Pricer, Robert L                                      | 01-4377     | Electrical Breaker Switch Reimb |                 | 274.49       |
| 29 3000186252          | 11/14/2022 | PRO PACIFIC AUTO REPAIR, INC                          | 01-5800     | Bus Repairs                     |                 | 76.77        |
|                        |            |   |             |                                 | 1,093.12        |              |
| Total Number of Checks |            |   |             |                                 | 29              |              |
|                        |            |   |             |                                 |                 | 31,281.97    |

## Fund Summary

| Fund | Description | Check Count | Expensed Amount |
|------|-------------|-------------|-----------------|
|------|-------------|-------------|-----------------|

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



Checks Dated 11/01/2022 through 11/30/2022

| Check Number                    | Check Date         | Pay to the Order of | Fund-Object            | Comment | Expensed Amount | Check Amount |
|---------------------------------|--------------------|---------------------|------------------------|---------|-----------------|--------------|
| <b>Fund Summary</b>             |                    |                     |                        |         |                 |              |
| <b>Fund</b>                     | <b>Description</b> | <b>Check Count</b>  | <b>Expensed Amount</b> |         |                 |              |
| 01                              | GENERAL FUND       | 25                  | 26,337.17              |         |                 |              |
| 13                              | CAFETERIA FUND     | 4                   | 4,944.80               |         |                 |              |
| Total Number of Checks          |                    | 29                  | 31,281.97              |         |                 |              |
| Less Unpaid Sales Tax Liability |                    |                     | .00                    |         |                 |              |
| Net (Check Amount)              |                    |                     | <u>31,281.97</u>       |         |                 |              |

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

028 - Loleta Union Elementary School District

Generated for Tiara Zahler (TZAHLER), Nov 30 2022 1:20PM



**Agenda Item: 4.2**

**Subject:** Loleta Community Resource Center Report

**Background:** This report covers the activities of the LCRC for the months of September and October.

**Previous Board Action:** N/A

**Fiscal Implications:** N/A

**Recommendation:** Information only

## LOLETA COMMUNITY RESOURCE CENTER

September – November, 2022 Report

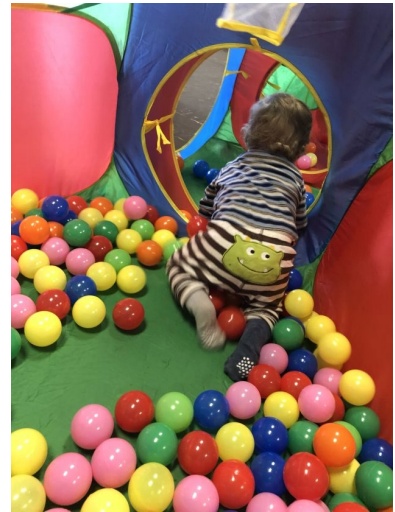
### First 5 Playgroup

During these last three months we had **177** encounters with parents and children during playgroup. Parents and kids love to come to our Loleta playgroup to connect, play, sing, dance and have a cup of coffee! Come and join the fun!!



### Diaper Program

Sep-Nov we distributed **106** boxes of diapers and **240** bags of wipes for children under age 5 to subsidize some of the number of diapers that they need in a month.



### Dental Services

Families are welcome to call us to access free dental services for children and adults.  
707 733-5239

**Smile Dental Services** and **Burre Dental Services** will be providing services to our Loleta community and neighboring communities

### School Clothes

Community families and school children are welcome to visit our center if they need a change of clothes or shoes for children (not all sizes available)





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## Community Garden

We had our first meeting to plan the **2023** garden season



## Shoes Donations Welcome

We are still taking donations of gently used clothes, shoes, sandals, and flip flops of all sizes for children in our school and our community



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## Weekend Backpack Program

Weekly nonperishable food bags are currently distributed to only 10 kids in our school due to low funding. Program started on October 5<sup>th</sup>. We have distributed **80** bags so far.



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## Loleta Food Pantry

Sept - November, we served **219** households and **745** individuals with nonperishable food boxes, produce, and hygiene supplies.



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## Holiday Program

We will be able to provide holiday food bags and toys to 75 households in our community



ASSISTANCE

# Holiday Dinner and Toys

LOLETA FAMILIES CAN REGISTER NOW!  
REGISTER BEFORE NOVEMBER 10, 2022

DISTRIBUTION DAY  
DECEMBER 17 | 11:30-1:30  
LOLETA COMMUNITY CHURCH, 228 CHURCH STREET, .

SPOTS ARE LIMITED  
REGISTRATION WILL BE ACCEPTED IN THE ORDER THE RECEIVED  
HOLIDAY MEAL AND TOYS THAT ARE NOT PICKED UP RE-DISTRIBUTED

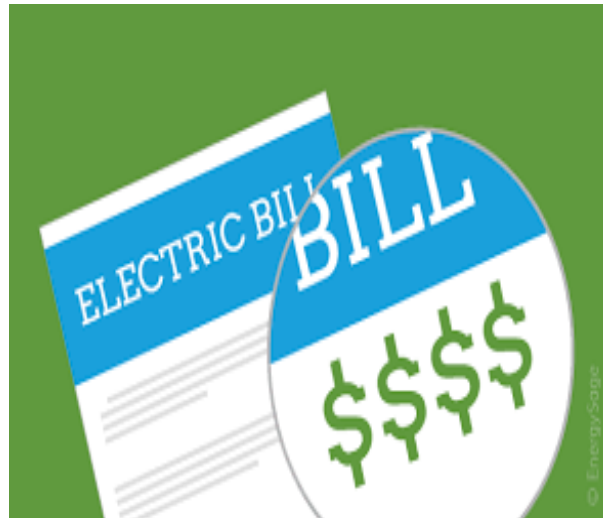
CONTACT THE LOLETA COMMUNITY RESOURCE CENT  
DETAILS  
707-733-5239

CalFresh Loleta Community Church Provi

## PG&E Assistance

Thanks to the Housing is Key grant we were able to help households who were struggling with their PG&E bills.

\$2,718 has been provided to our local families in PG&E assistance.





**Agenda Item: 5.1**

**Subject:** Elect Board President

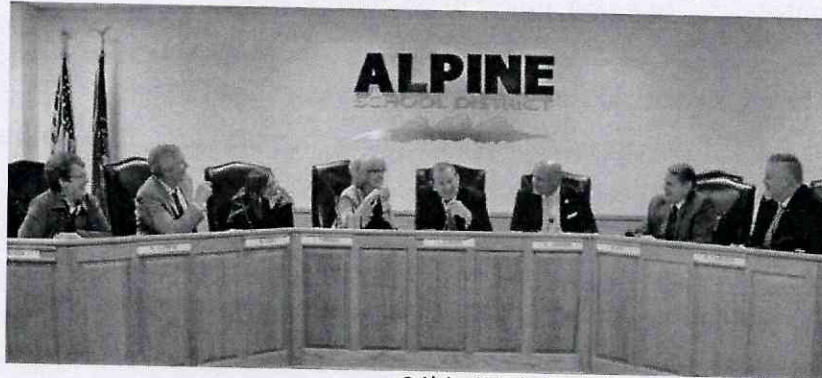
**Background:** School boards are obligated to hold an organizational meeting each December to elect officers for the coming year. The attached handout describes the role of the Board President.

**Previous Board Action:** Each December the Board votes to elect a president.

**Fiscal Implications:** N/A

**Recommendation:** Nominate and elect one Trustee to serve as Board President for the 2023 calendar year.





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# School Board President Role and Responsibilities

This list of school board president role and responsibilities was presented by former Board President John Burton and Superintendent Sam Jarman of the Alpine School District at a workshop organized by the Utah School Boards Association. It was prepared with input from the board, especially former board member Debbie Taylor.

Jurassic Parliament is grateful for the opportunity to share this example with school board members and staff. Refer to your own district policies and guidelines for the specifics of your situation.

## **1. Represent the board of education**

- a. Sign all warrants ordered by the board, to be drawn upon the business administrator for school money.
- b. Represent the will of the board to the superintendent.
- c. Represent the united voice of the board to the district, media, community.
- d. Prepare agendas with the vice president and the superintendent.
- e. Speak on behalf of the board at administrator conferences, new teacher orientation, new administrator luncheons, training, foundation meetings, etc.
- f. Attend legislative luncheons and other meetings with city officials.
- g. Represent the board at other meetings when requested by the superintendent.
- h. Be present at meetings or events that need board representation when no other board member can attend.





**2. Facilitate and protect board processes**

- a. Ensure, protect, and facilitate board processes for decision-making.
- b. Protect and nurture the collaborative governance model.
- c. Preside at all meetings of the board to facilitate board processes and procedures.
- d. Conduct meetings of the board—study sessions, board meetings, closed sessions, and other meetings sponsored by the board, unless delegated otherwise.
- e. Facilitate board members' issues, concerns, etc.
- f. Ensure every board member has an opportunity to share their thoughts.
- g. With assistance of the vice president, appoint board members to staff committees, through board discussion.
- h. Be reserved (board president) in expressing his/her opinion until all board members have spoken—must listen, facilitate discussion or deliberation, and maintain order.
- i. Build a relationship of trust and collaboration with the superintendent.
- j. Follow Robert's Rules of Order to insure a fair process.
- k. Facilitate the evaluation, compensation, and reappointment process for the business administrator and superintendent.
- l. Manage the process of filling a vacancy on the board, if necessary, according to policy.

**3. Board professional development**

- a. Help each board member learn how to be an effective board member and feel valued.
- b. Help build trust between board members.
- c. Help build trust with the superintendent and board.
- d. Address inappropriate conduct of board members.
- e. Orient new board members with the superintendent.
- f. Ensure the board's commitment to the district's mission, vision, values and goals through review, understanding and when necessary, refinement or revision.
- g. Plan professional development activities including in-service, state and national associations, board trainings, site-visits, etc., with assistance of the vice president and other board members as needed.



**BOARD MEMBER REMINDERS**

1. The board works with the superintendent and business administrator as a team.
2. If a board member hears of issues from patrons or staff, take them directly to the superintendent. Do not take them to staff members.
3. There should be no surprises in public meetings for the superintendent, board president, fellow board members, or staff.
4. What you say reflects on the whole board and district—be prudent.
5. Be prepared for and attend your meetings.
6. Ask questions rather than make demands—no single board member has authority over the staff or superintendent.
7. Encourage and facilitate patrons in resolving issues at the most local level, working through the system to the superintendent if needed. Then get out of the way and let the staff handle it.
8. A board member that continually interferes inhibits a good resolution to the problem and undermines trust.
9. Don't ever talk negatively to patrons about staff or personnel.
10. Stay focused on an issue and the process to get it resolved.
11. Board members have no authority to resolve issues by themselves and are the court of last appeal as a full board. If a single board member gets too involved in the issue and its resolution, they could be asked to recuse themselves if it came to the board for review.
12. Check and read all board communications daily.
13. Hold in confidence personal conversations with the superintendent, fellow board members, staff and other school personnel.

**PROMISES A BOARD MEMBER SHOULD NEVER MAKE**

1. Never promise to vote a certain way on an upcoming issue.
2. Never make a promise of employment to anyone.
3. Never promise to have an employee dismissed.
4. Never promise parents a specific result or circumstance for their child at their school.
5. Never promise vendors a contract.



### CAUTIONS

1. Board members should be careful with their titles on social network sites, that they do not represent their posts as the position of their district unless it is an official statement from the district or board.
2. Board members are no longer private citizens.
3. When they speak or write, they are viewed as a board member of the board of education, and likely as representing the board. Board members have to be more discreet and prudent in their public expressions. If they choose to attend a public meeting, they should be there to listen, not to make comments.

### CLOSED SESSION AND PERSONNEL CONFIDENTIALITY

1. There is a danger of litigation for the district, and a personal liability for the board member, if closed session information is disclosed outside of the meeting.
2. Board members must be especially careful about what they say about personnel. Closed session and personnel matters are confidential.

### CONDUCTING VARIOUS MEETINGS

1. The board president usually conducts study session, board meeting, closed session and board training, and presides at all meetings of the board of education.
2. He/she has the responsibility for keeping order, ensuring board member opportunities for input and discussion, maintaining a respectful process, and moving the agenda along.

### REPRESENTATIVES TO OTHER BOARDS AND COMMITTEES

1. When serving on a community board or district committee as a representative of the board of education, a board member needs to represent the position of the whole board rather than his/her own.
2. There should be time set aside at each board meeting for individual board members to report on their community board and district committee attendance. This section on the board agenda could be titled "Board Members' and Superintendent's Information Items."

### AGENDA ITEMS

How do individual board members get items on a board agenda?

1. They communicate with the board president and superintendent.
2. Board leadership (president and vice president in conversation with the superintendent) has the discretion to determine the appropriate timing for an agenda item request.
3. Once the agenda is set, it should be followed.



**Agenda Item: 5.2**

**Subject:** Elect Board Clerk

**Background:** School boards are obligated to hold an organizational meeting each December to elect officers for the coming year. One of the officers to be elected is the Board Clerk.

**Previous Board Action:** Each December the Board votes to elect a Clerk.

**Fiscal Implications:** N/A

**Recommendation:** Nominate and elect one Trustee to serve as Board Clerk for the 2023 calendar year.



**Agenda Item: 5.3**

**Subject:** Adopt BP/AR 5145.3 Nondiscrimination/Harassment

**Background:** School districts are required to have a Nondiscrimination/Harassment policy in place. The Board has most likely previously approved this board policy and regulation, but copies can't be found. It is best to re-adopt the policy and regulation so that we have it in place. The Board Policy describes what the district will do; the Administrative Regulation describes how we will do it.

**Previous Board Action:** Unknown

**Fiscal Implications:** N/A

**Recommendation:** Adopt Board Policy and Administrative Regulation 5145.3

## **Loleta Union Elementary School District**

### **Policy 5145.3: Nondiscrimination/Harassment**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status,,, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include



suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

ADOPTED: December 8, 2022

## **Loleta Union Elementary School District**

### **Regulation 5145.3: Nondiscrimination/Harassment**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information or any other legally protected status; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent/Principal

700 Loleta Drive

Loleta, CA 95551

(707) 733-5705

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

### **Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education code 221.61)

a. The name and contact information of the district's Title IX coordinator, including the phone number and email address

b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:

(1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

(2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

(3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

4. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

8. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

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

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

### **Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is

reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **Transgender and Gender-Nonconforming Students**

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the

act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a transgender student because the student's mannerisms, hairstyle, or style of dress correspond to the student's gender identity, or a non-transgender student because the student's mannerisms, hairstyle, or style of dress do not conform to stereotypes for the student's gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is the student's private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or

mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses the student's transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of the student's gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and to develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.



4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intramural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, the student's parents/guardians, the district shall use the student's preferred name and pronouns consistent with the request on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

ADOPTED December 8, 2022



**Agenda Item: 6.1**

**Subject:** Approval and Certification of First Interim Budget

**Background:** Education Code Section 42130 et seq. requires a first period (10/31) and second period (1/31) interim financial report. Each district board must certify whether or not the district will be able to meet its financial obligations through the remainder of the fiscal year and subsequent fiscal years.

**Previous Board Action:** The Board certifies the budget at least twice each year.

**Fiscal Implications:** To be discussed in the meeting.

**Recommendation:** Approve and certify the first interim budget.

November 10, 2022

**MEMORANDUM**

**TO:** District Superintendents and Business Managers

**FROM:** Michael Davies-Hughes, Ed. D., Superintendent

**SUBJECT: CERTIFICATIONS – FIRST INTERIM REPORT**

Education Code Section 42130 et seq. requires a first period (10/31) and second period (1/31) interim financial report. Each district board must certify whether or not the district will be able to meet its financial obligations through the remainder of the fiscal year and subsequent fiscal years.

Attached is a first period financial reporting package for use in meeting this requirement. Please see the attached memo regarding processing your interim reporting package. **You should submit this information to your board for action by December 15.**

The enclosed District Certification of Interim must be completed by December 15 and returned to us as soon after as possible. Check the box for positive, negative or qualified depending upon your board's action. If the district self-certifies a qualified or negative condition, transmit any backup material to us as well, as we are required in that case to forward the report to the California Department of Education and state controller, together with any comment or backup material that we may have.

A qualified certification is required if a district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years. A negative certification is required if a district will be unable to meet its financial obligations for the remainder of this fiscal year or the subsequent one.

The Education Code, which prescribes the duties and responsibilities of county superintendents, requires us to complete a review and come to a conclusion as to each district's fiscal position. During the review period we may contact you for further information and will work closely with you if your certification or fiscal position indicates the need for a more in-depth review. In the event that our review does not support your board's positive certification, or if the board has certified other than positive, we will communicate our findings to you by January 15.

If you have any questions, please feel free to contact me at 445-7030.

MDH:cm

Attachments

c: Kelley Withers w/Attachments

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

| CRITERIA AND STANDARDS             |  |  | Met | Not Met |
|------------------------------------|--|--|-----|---------|
| 1                                  | Average Daily Attendance                             | Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.   |     | X       |
| CRITERIA AND STANDARDS (continued) |  |  | Met | Not Met |
| 2                                  | Enrollment   | Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.   |     | X       |
| 3                                  | ADA to Enrollment                                    | Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.  | X   |         |
| 4                                  | Local Control Funding Formula (LCFF) Revenue         | Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.   |     | X       |
| 5                                  | Salaries and Benefits                                | Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.   | X   |         |
| 6a                                 | Other Revenues                                       | Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.                       |     | X       |
| 6b                                 | Other Expenditures                                   | Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption. |     | X       |
| 7                                  | Ongoing and Major Maintenance Account                | If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).                               | X   |         |
| 8                                  | Deficit Spending                                     | Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.   |     | X       |
| 9a                                 | Fund Balance   | Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.   | X   |         |
| 9b                                 | Cash Balance   | Projected general fund cash balance will be positive at the end of the current fiscal year.  | X   |         |
| 10                                 | Reserves   | Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.                              | X   |         |
| SUPPLEMENTAL INFORMATION           |  |  | No  | Yes     |
| S1                                 | Contingent Liabilities                               | Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?                            | X   |         |
| S2                                 | Using One-time Revenues to Fund Ongoing Expenditures | Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?   | X   |         |



First Interim  
DISTRICT CERTIFICATION OF INTERIM REPORT  
For the Fiscal Year 2022-23

|   |   |   |     |     |
|---|---|---|-----|-----|
| S3  | Temporary Interfund Borrowings                    | Are there projected temporary borrowings between funds?   | X   |     |
| S4  | Contingent Revenues                               | Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?                                     | X   |     |
| S5  | Contributions                                     | Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years? |     | X   |
| <b>SUPPLEMENTAL INFORMATION (continued)</b> |   |   |     |     |
| S6  | Long-term Commitments                             | Does the district have long-term (multiyear) commitments or debt agreements?  | No  | Yes |
|   |   | • If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2021-22) annual payment?   | X   |     |
|   |   | • If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?  | n/a |     |
| S7a   | Postemployment Benefits Other than Pensions       | Does the district provide postemployment benefits other than pensions (OPEB)?   |     | X   |
|   |   | • If yes, have there been changes since budget adoption in OPEB liabilities?  | X   |     |
| S7b   | Other Self-Insurance Benefits                     | Does the district operate any self-insurance programs (e.g., workers' compensation)?  | X   |     |
|   |   | • If yes, have there been changes since budget adoption in self-insurance liabilities?  | n/a |     |
| S8  | Status of Labor Agreements                        | As of first interim projections, are salary and benefit negotiations still unsettled for:   |     |     |
|   |   | • Certified? (Section S8A, Line 1b)   |     | X   |
|   |   | • Classified? (Section S8B, Line 1b)  |     | X   |
|   |   | • Management/supervisor/confidential? (Section S8C, Line 1b)  | X   |     |
| S8  | Labor Agreement Budget Revisions                  | For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:   |     |     |
|   |   | • Certified? (Section S8A, Line 3)  | n/a |     |
|   |   | • Classified? (Section S8B, Line 3)   | n/a |     |
| S9  | Status of Other Funds                             | Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?  | X   |     |
| <b>ADDITIONAL FISCAL INDICATORS</b>         |   |   |     |     |
| A1  | Negative Cash Flow                                | Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?  | No  | Yes |
|   |   |   | X   |     |
| A2  | Independent Position Control                      | Is personnel position control independent from the payroll system?  | X   |     |
| A3  | Declining Enrollment                              | Is enrollment decreasing in both the prior and current fiscal years?  | X   |     |
| A4  | New Charter Schools Impacting District Enrollment | Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?  | X   |     |
| A5  | Salary Increases Exceed COLA                      | Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?                    | X   |     |
| A6  | Uncapped Health Benefits                          | Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?   | X   |     |
| A7  | Independent Financial System                      | Is the district's financial system independent from the county office system?   | X   |     |
| A8  | Fiscal Distress Reports                           | Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).   | X   |     |
| A9  | Change of CBO or Superintendent                   | Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?   |     | X   |



LOLETA UNION ELEMENTARY SCHOOL DISTRICT

12/5/2022

ALL FUNDS  
First Interim WORKING BUDGET  
FISCAL YEAR 2022-23

| ALL FUNDS<br>First Interim WORKING BUDGET<br>FISCAL YEAR 2022-23 |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
|--|---------------------------------|-------------------------------|--------------------------|----------------|------------------|-------------------|--------------------------|----------------|-------------------------|------------------|
|  |                                 |                               | SPECIAL REVENUE FUNDS    |                |                  |                   | OTHER FUND TYPES         |                |                         |                  |
|  | General Fund/TRANS Unrestricted | General Fund/TRANS Restricted | General Fund/TRANS Total | Cafeteria Fund | Special Reserves | Bond Construction | County School Facilities | Capital Outlay | State School Facilities | Student Activity |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         | Total All Funds  |
| A. REVENUES  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Local Control Funding Formula                                    | \$ 1,475,243                    | \$ 277,833                    | \$ 1,475,243             | \$ 66,498      | \$               | \$                | \$                       | \$             | \$                      | \$ 1,475,243     |
| Federal Sources  | 216,385                         | 751,067                       | 494,218                  | 6,908          |                  |                   |                          |                |                         | 560,716          |
| Other State Sources  | 17,170                          | 104,025                       | 768,237                  | 900            |                  |                   |                          | 75             |                         | 775,145          |
| Other Local Sources  | 42,631                          |                               | 146,656                  |                |                  |                   |                          |                |                         | 147,811          |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Total Revenue  | 1,751,429                       | 1,132,925                     | 2,884,354                | 74,306         |                  |                   |                          | 75             | 180                     | 2,958,915        |
| B. EXPENDITURES  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Certificated Salaries  | 443,114                         | 155,146                       | 598,260                  |                |                  |                   |                          |                |                         | 598,260          |
| Classified Salaries  | 159,282                         | 277,044                       | 436,326                  | 36,125         |                  |                   |                          |                |                         | 472,451          |
| Employee Benefits  | 272,948                         | 277,235                       | 550,183                  | 25,922         |                  |                   |                          |                |                         | 576,105          |
| Supplies   | 71,786                          | 55,040                        | 126,826                  | 58,759         |                  |                   |                          |                |                         | 185,585          |
| Services & Other Operating                                       | 344,224                         | 485,433                       | 829,657                  | 51,835         |                  |                   |                          |                |                         | 881,492          |
| Capital Outlay   |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Other Outgo  | 13,500                          | 100,856                       | 114,356                  |                |                  |                   |                          |                |                         | 114,356          |
| Support Costs  | (3,445)                         | 3,445                         |                          |                |                  |                   |                          |                |                         |                  |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Total Expenditures   | 1,301,409                       | 1,354,199                     | 2,655,608                | 172,641        |                  |                   |                          |                |                         | 2,828,249        |
| C. EXCESS REVENUES (EXPENDITURES)                                | 450,020                         | (221,274)                     | 228,746                  | (98,335)       |                  |                   |                          | 75             | 180                     | 130,666          |
| D. OTHER FINANCING SOURCES/USES                                  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Interfund Transfers In   |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Interfund Transfers Out  | (250,159)                       |                               | (250,159)                | 65,159         | 185,000          |                   |                          |                |                         | 250,159          |
| Other Sources  |                                 |                               |                          |                |                  |                   |                          |                |                         | (250,159)        |
| Other Uses   |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Contributions  | (321,275)                       | 321,275                       |                          |                |                  |                   |                          |                |                         |                  |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| Total Other Sources (Uses)                                       | (571,434)                       | 321,275                       | (250,159)                | 65,159         | 185,000          |                   |                          |                |                         |                  |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| E. FUND BALANCE INCREASE (DECREASE)                              | (121,414)                       | 100,001                       | (21,413)                 | (33,176)       | 185,000          |                   |                          | 75             | 180                     | 130,666          |
| F. ADJUSTED BEGINNING BALANCE                                    | 280,079                         | 131,326                       | 411,405                  | 86,126         | 186,908          |                   |                          | 4,357          | 10,370                  | 711,474          |
|  |                                 |                               |                          |                |                  |                   |                          |                |                         |                  |
| G. ENDING BALANCE  | \$ 158,665                      | \$ 231,327                    | \$ 389,992               | \$ 52,950      | \$ 371,908       | \$                | \$                       | \$ 4,432       | \$ 10,550               | \$ 842,140       |

Total General Fund Expenditures, Transfers out and Uses  
Recommended Minimum Reserve Calculation at 5%:  
Budgeted Reserve Level:

\$2,905,767  
\$145,288  
13.86%  
General Fund Designated for Economic Uncertainty:  
Special Reserve Fund Ending Balance:  
TOTAL:



**MULTI-YEAR BUDGET PROJECTION**

| LOLETA UNION ELEMENTARY SCHOOL DISTRICT                             |  |  |            |            |            |           |            |           |          |          |           | 12/5/2022 |              |
|---|--|--|------------|------------|------------|-----------|------------|-----------|----------|----------|-----------|-----------|--------------|
| ALL FUNDS   |  |  |            |            |            |           |            |           |          |          |           |           |              |
| First Interim MULTI-YEAR PROJECTION                                 |  |  |            |            |            |           |            |           |          |          |           |           |              |
| FISCAL YEAR 2023-24   |  |  |            |            |            |           |            |           |          |          |           |           |              |
| A. REVENUES   |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Local Control Funding Formula                                       |  |  | \$         | 1,551,704  | \$         | 208,750   | \$         | 1,551,704 |          |          |           |           |              |
| Federal Sources   |  |  | 216,385    |            |            | 208,750   |            | 425,135   | 66,498   |          |           | \$        | 1,551,704    |
| Other State Sources   |  |  | 17,170     |            |            | 702,385   |            | 719,555   | 6,908    |          |           |           | 491,633      |
| Other Local Sources   |  |  | 42,631     |            |            | 104,025   |            | 146,656   | 900      |          |           |           | 726,463      |
|   |  |  |            |            |            |           |            |           |          |          |           |           | 147,811      |
| Total Revenue   |  |  | 1,827,890  |            | 1,015,160  |           | 2,843,050  |           | 74,306   |          |           |           | 2,917,611    |
| B. EXPENDITURES   |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Certificated Salaries   |  |  | 459,920    |            | 158,561    |           | 618,501    |           |          |          |           |           | 618,501      |
| Classified Salaries   |  |  | 158,131    |            | 281,722    |           | 439,853    |           | 36,930   |          |           |           | 476,783      |
| Employee Benefits   |  |  | 285,228    |            | 277,687    |           | 562,915    |           | 27,105   |          |           |           | 590,020      |
| Supplies  |  |  | 71,785     |            | 21,271     |           | 93,056     |           | 58,759   |          |           |           | 151,815      |
| Services & Other Operating  |  |  | 322,436    |            | 278,092    |           | 600,528    |           | 19,540   |          |           |           | 620,068      |
| Capital Outlay  |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Other Outgo   |  |  | 13,500     |            | 100,856    |           | 114,356    |           |          |          |           |           | 114,356      |
| Support Costs   |  |  | (3,445)    |            | 3,445      |           |            |           |          |          |           |           |              |
| Total Expenditures  |  |  | 1,307,555  |            | 1,121,654  |           | 2,429,209  |           | 142,334  |          |           |           | 2,571,543    |
| C. EXCESS REVENUES (EXPENDITURES)                                   |  |  | 520,335    |            | (106,494)  |           | 413,841    |           | (68,028) |          |           |           | 346,068      |
| D. OTHER FINANCING SOURCES/USES                                     |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Interfund Transfers In  |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Interfund Transfers Out   |  |  | (210,159)  |            |            |           |            |           | 55,159   |          |           |           | 210,159      |
| Other Sources   |  |  |            |            |            |           |            |           |          |          |           |           | (210,159)    |
| Other Uses  |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Contributions   |  |  | (327,982)  |            | 327,982    |           |            |           |          |          |           |           |              |
| Total Other Sources (Uses)  |  |  | (538,141)  |            | 327,982    |           | (210,159)  |           | 55,159   |          |           |           |              |
| E. FUND BALANCE INCREASE (DECREASE)                                 |  |  | (17,806)   |            | 221,488    |           | 203,682    |           | (12,869) |          |           |           | 346,068      |
| F. ADJUSTED BEGINNING BALANCE                                       |  |  | 158,665    |            | 231,327    |           | 389,992    |           | 52,950   |          |           |           | 842,140      |
| G. ENDING BALANCE   |  |  | \$ 140,859 | \$ 452,815 | \$ 593,674 | \$ 40,081 | \$ 526,908 | \$        | \$       | \$ 4,507 | \$ 10,730 | \$ 12,308 | \$ 1,188,208 |
| Total General Fund Expenditures, Transfers out and Uses \$2,639,368 |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Recommended Minimum Reserve Calculation at 5%: \$131,988            |  |  |            |            |            |           |            |           |          |          |           |           |              |
| District Reserve of 20.22% includes: \$ 6,741                       |  |  |            |            |            |           |            |           |          |          |           |           |              |
| General Fund Designated for Economic Uncertainty: \$ 526,908        |  |  |            |            |            |           |            |           |          |          |           |           |              |
| Special Reserve Fund Ending Balance: \$ 533,649                     |  |  |            |            |            |           |            |           |          |          |           |           |              |
| TOTAL: \$ 533,649   |  |  |            |            |            |           |            |           |          |          |           |           |              |



**MULTI-YEAR BUDGET PROJECTION**

| LOLETA UNION ELEMENTARY SCHOOL DISTRICT                             |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
|---|--------------------|------------|--------------|--------------------|------------------|-------------------|--------------------------|----------------|-------------------------|------------------|-----------------|--|
| ALL FUNDS   |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| First Interim Multi-Year Projection                                 |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| FISCAL YEAR 2024-25   |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| A. REVENUES   | General Fund/TRANS |            |              | General Fund/TRANS |                  |                   | SPECIAL REVENUE FUNDS    |                |                         | OTHER FUND TYPES |                 |  |
|   | Unrestricted       | Restricted | Total        | Cafeteria Fund     | Special Reserves | Bond Construction | County School Facilities | Capital Outlay | State School Facilities | Student Activity | Total All Funds |  |
| Local Control Funding Formula                                       | \$ 1,626,821       | \$         | \$ 1,626,821 | \$                 | \$               | \$                | \$                       | \$             | \$                      | \$               | \$              |  |
| Federal Sources   | 216,385            | 139,538    | 355,923      | 66,498             |                  |                   |                          |                |                         |                  | 1,626,821       |  |
| Other State Sources   | 17,170             | 346,135    | 363,305      | 6,908              |                  |                   |                          |                |                         |                  | 422,421         |  |
| Other Local Sources   | 42,631             | 104,025    | 146,656      | 900                |                  |                   |                          | 75             |                         | 180              | 370,213         |  |
|   |                    |            |              |                    |                  |                   |                          |                |                         |                  | 147,811         |  |
| <b>B. EXPENDITURES</b>  |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Total Revenue   | 1,903,007          | 589,698    | 2,492,705    | 74,306             |                  |                   |                          | 75             |                         | 180              | 2,567,266       |  |
| Certificated Salaries   | 488,503            | 134,636    | 623,139      |                    |                  |                   |                          |                |                         |                  | 623,139         |  |
| Classified Salaries   | 164,020            | 274,292    | 438,312      | 37,702             |                  |                   |                          |                |                         |                  | 476,014         |  |
| Employee Benefits   | 306,934            | 253,750    | 560,684      | 27,158             |                  |                   |                          |                |                         |                  | 587,842         |  |
| Supplies  | 71,786             | 33,154     | 104,940      | 58,759             |                  |                   |                          |                |                         |                  | 163,699         |  |
| Services & Other Operating  | 325,676            | 257,850    | 583,526      | 19,864             |                  |                   |                          |                |                         |                  | 603,390         |  |
| Capital Outlay  |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Other Outgo   | 13,500             | 100,856    | 114,356      |                    |                  |                   |                          |                |                         |                  | 114,356         |  |
| Support Costs   | (3,445)            | 3,445      |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Total Expenditures  | 1,366,974          | 1,057,983  | 2,424,957    | 143,483            |                  |                   |                          | 75             |                         | 180              | 2,568,440       |  |
| <b>C. EXCESS REVENUES (EXPENDITURES)</b>                            | 536,033            | (468,285)  | 67,748       | (69,177)           |                  |                   |                          |                |                         |                  | (1,174)         |  |
| <b>D. OTHER FINANCING SOURCES/USES</b>                              |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Interfund Transfers In  |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Interfund Transfers Out   | (190,159)          |            | (190,159)    |                    | 135,000          |                   |                          |                |                         |                  | 190,159         |  |
| Other Sources   |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Other Uses  |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Contributions   | (332,536)          | 332,536    |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Total Other Sources (Uses)  | (522,695)          | 332,536    | (190,159)    | 55,159             | 135,000          |                   |                          |                |                         |                  |                 |  |
| <b>E. FUND BALANCE INCREASE (DECREASE)</b>                          | 13,338             | (135,749)  | (122,411)    | (14,018)           | 135,000          |                   |                          | 75             |                         | 180              | (1,174)         |  |
| <b>F. ADJUSTED BEGINNING BALANCE</b>                                | 140,859            | 452,815    | 593,674      | 40,081             | 526,908          |                   |                          | 4,507          |                         | 10,730           | 12,308          |  |
|   |                    |            |              |                    |                  |                   |                          |                |                         |                  | 1,188,208       |  |
| <b>G. ENDING BALANCE</b>  | \$ 154,197         | \$ 317,066 | \$ 471,263   | \$ 26,063          | \$ 661,908       | \$                | \$                       | \$ 4,582       | \$ 10,910               | \$ 12,308        | \$ 1,187,034    |  |
| Total General Fund Expenditures, Transfers out and Uses \$2,615,116 |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Recommended Minimum Reserve Calculation at 5%: \$130,756            |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Budgeted Reserve Level: 26.30%                                      |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| District Reserve of 26.3% Includes:                                 |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| General Fund Designated for Economic Uncertainty: \$ 25,775         |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| Special Reserve Fund Ending Balance: \$ 661,908                     |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |
| TOTAL: \$ 687,683   |                    |            |              |                    |                  |                   |                          |                |                         |                  |                 |  |

LOLETA UNION ELEMENTARY SCHOOL DISTRICT  
SUPPLEMENT: FIRST INTERIM CASH FLOW -- GENERAL & RESERVE FUNDS  
Beginning Cash balance as of October 31, 2022

12/01/22

|                    | November | December | January | February | March   | April   | May     | June    | Receivable |
|--------------------|----------|----------|---------|----------|---------|---------|---------|---------|------------|
| Cash as of Oct 31  | 383,430  | 321,002  | 580,701 | 858,038  | 739,036 | 646,671 | 645,309 | 404,004 | 404,004    |
| LCFF Revenues      | 68,840   | 302,999  | 264,261 | 73,233   | 146,951 | 73,233  | 73,233  | 186,270 | 0          |
| Federal Revenues   | 2,500    | 130,698  | 0       | 4,754    | 2,504   | 108,193 | 20,002  | 42,600  | 167,182    |
| State Revenues     | 21,350   | (3,848)  | 0       | 0        | 21,350  | 7,784   | 0       | 412,267 | 211,444    |
| Local Revenues     | 8,380    | 8,212    | 9,400   | 7,827    | 8,741   | 8,741   | 9,704   | 10,316  | 750        |
| Sources            | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       | 0          |
| P/Y Recbl          | 5,245    | 7        | 166,678 | 0        | 22,713  | 0       | 0       | 0       | 0          |
| 1000               | 55,412   | 58,349   | 61,384  | 56,722   | 59,768  | 47,408  | 49,013  | 55,472  |            |
| 2000               | 40,524   | 39,093   | 38,825  | 39,034   | 36,092  | 34,997  | 32,745  | 49,837  |            |
| 3000               | 52,574   | 47,799   | 44,447  | 48,820   | 48,198  | 43,623  | 41,619  | 85,199  |            |
| 4000               | 6,262    | 19,011   | 4,382   | 5,051    | 438     | 18,565  | 16,297  | 35,109  |            |
| 5000               | 13,971   | 14,118   | 13,962  | 55,188   | 150,128 | 54,720  | 92,595  | 317,049 |            |
| 6000               | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| 7000               | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 114,356 |            |
| Uses               | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| TF in              | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| TF out             | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| TRANS Note Payable | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| Payables           | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| Deferred Expense   | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| Prepaid Expense    | 0        | 0        | 0       | 0        | 0       | 0       | 0       | 0       |            |
| Cash Balance       | 321,002  | 580,701  | 858,038 | 739,036  | 646,671 | 645,309 | 404,004 | 398,435 |            |

Total Receivables (including deferred appropriations if any) \$379,376  
Final Projected Cash Balance General Fund, TRANS, Reserve: \$398,435





## **Agenda Item: 7.1**

**Subject:** Approve Job Description for New Classified Position

**Background:** In April 2022 the District entered into a partnership agreement (attached) with the Wiyot Tribe for their grant application for the Humboldt Bay Youth Community Project. The Tribe has been awarded a federal grant to improve the college and career readiness of Native youth. The terms of the partnership agreement specify that Loleta will employ a full-time Indian Education site lead, paid for by the Tribe with the federal grant funds. The term of the grant is five years.

The attached draft job description was adapted from the Indian Education Coordinator position at Northern Humboldt Union High School District. The draft has been shared with representatives of Loleta's classified union, the NCIDC, the Bear River education director, the Wiyot Tribe youth programs department, and True North for their input.

**Previous Board Action:** N/A

**Fiscal Implications:** The total cost of the employee is estimated to be approximately \$60,000 including salary, health and welfare benefits, retirement and statutory benefits. The salary will be prorated for the remainder of the 2022-2023 school year. The District will invoice the Tribe in advance for the grant funds so that we avoid paying for the employee up front and asking for reimbursement.

**Recommendation:** Approve the draft Indian Education Specialist job description.

**Loleta Union Elementary School District**  
**Indian Education Specialist**  
**Job Description**

**Job Summary:**

Under the direction of the Superintendent/Principal, the Indian Education Specialist has shared responsibility for the development and implementation of the Loleta Indian Education program to improve student outcomes for Native American students.

**Major Duties:**

- Collaborate to develop a robust Indian Education program at Loleta Elementary School with a focus on student leadership development and a strong academic preparation for success in high school and beyond
- Monitor student academic progress and act as a liaison with students, teachers and parents
- Oversee tutorial services for students primarily in math and reading
- Assist with budget preparation, monitoring and reporting for grant-related activities
- Assist in data collection for accountability measures
- Assist with planning and facilitation of Native American Parent Advisory Committee (NAPAC) meetings
- Act as liaison with community agencies providing cultural, advocacy, academic, vocational, and other special services to Indian Education participants
- Serve on district committees (LCAP, Safety etc) as appropriate
- Assist with student supervision and support activities
- Coordinate transportation for students to special activities
- Seek out innovative approaches by coordinating with other education programs

**Qualifications:**

- High school diploma
- AA degree or two years of college education
- Valid California driver's license
- Familiarity with the cultures and traditions of the Native American tribes of Northwest California

**Loleta Union Elementary School District is an Equal Opportunity Employer**

In accordance with Federal civil rights law, civil rights regulations and policies, the Loleta Union Elementary School District, its offices, and employees, are prohibited from discriminating based on age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, nationality, parental status, pregnancy, race, religion, sex, sexual orientation, political beliefs, or association with a person or a group with one or more of these actual or perceived characteristics, or reprisal or retaliation for prior civil rights activity in any program or activity.

**PARTNERSHIP Agreement for  
Humboldt Bay Youth Community Project Between  
Wiyot Tribe  
&  
Loleta Union Elementary School District**

This partnership agreement is to support the Wiyot Tribe's Humboldt Bay Youth Community Project application for the Demonstration Grant Program offered through the U.S. Department of Education. Loleta Union Elementary School District looks forward to the opportunity to serve as a partner with the Wiyot Tribe (WT) to improve American Indian student outcomes.

Loleta Union Elementary School District looks forward to the opportunity to serve as a partner in the Humboldt Bay Youth Community Project. Loleta Union Elementary School District serves students from the heart of the Wiyot Peoples home. Both the Wiyot Tribe Reservation and the Bear River Rancheria are located within the school district's boundaries and work closely with the school. Approximately half of our 100+ students are American Indian. Our Native American students come mostly from the Wiyot, Yurok and Hupa Tribes. Like the parents of our American Indian students, our goal is to prepare students for success in the 21st century.

The Humboldt Bay Youth Community Project's goals are to: support the college and career readiness goals of American Indian students; increase academic achievement of American Indian secondary students; improve high school graduation rates for American Indian students; and increase the number of American Indian students that attend higher education or postsecondary career technical training.

Loleta Union Elementary School District agrees to:

1. Collaborate with the Wiyot Tribe and the other program partners to reach project goals and develop program services that sustain beyond the duration of grant funding.
2. Work with the Wiyot Tribe to identify a Loleta Union Elementary School District employed staff to serve in the Humboldt Bay Partnership Program as Indian Education Site Lead who will directly serve American Indian students.
3. Provide office and meeting space for implementation of Humboldt Bay Youth Community Project and cultural, career and other presentations when available and appropriate.
4. Provide release time for district staff and administrators to support the Site Lead.
5. Support the project evaluation including providing requested data to the evaluation team with support from NHUHSD Grants, Evaluation and Career Technical Education Administrator Jack Bareilles to conduct the project evaluation.
6. Identify a Loleta Union Elementary School District representative to serve on the project Advisory Committee.
7. Work with the Wiyot Tribe and other project school partners to share project results with Tribal governments and community partners, particularly in relation to college readiness, including A-G completion, dual enrollment and student transitions from middle to high school and high school to post-secondary college and career.

8. Work with project staff to arrange visits to the school by CR and Cal Poly Humboldt enrollment and counseling staff.
9. Work with the Wiyot Tribe, other local Native Nations and organizations and community partners to provide summer activities for American Indian students.
10. Support development of an Eel River area serving Title VI program housed in the Wiyot Tribe. This will include helping arranging parent committee meetings at our schools, when requested.
11. Work with project partners to sustain funding for key components of the project beyond duration of grant funding.

The Wiyot Tribe agrees to the following as the applicant of the Humboldt Bay Youth Community Project:

1. Provide office and meeting space for implementation of Humboldt Bay Youth Community Project.
2. Provide funding for summer activities for Tribal youth that promote career pathways.
3. Provide/support Internship opportunities for students.
4. Allocate funding to the district and other local Tribes and organization for coordinating cultural presentations provided by tribal scholars, elders and presenters for the duration of the grant.
5. Provide direct funding to Loleta Union Elementary School District to fully reimburse the district for the cost of the Humboldt Bay Youth Community Project Site Lead as detailed in the application budget narrative.

\_\_\_\_\_  
Ted Hernandez  
Chair, Wiyot Tribe

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jennifer Fairbanks  
Principal, Loleta Union Elementary School District

4.13.22  
\_\_\_\_\_  
Date



## **Agenda Item: 7.2**

**Subject:** Consider Proposal to Increase .75 FTE position to 1.0 FTE

**Background:** The Community School Assistant position is currently a .75 FTE position, meaning that the employee works 30 hours per week and receives no health and welfare benefit. The position is currently funded entirely by the Community School Grant. There is an opportunity to increase the hours of this position to full time by using Learning Recovery Emergency Block Grant funds. The Learning Recovery Emergency Block Grant funds may be used to establish initiatives through the 2027–28 school year that, at a minimum, support academic learning recovery and staff and pupil social and emotional well-being.

One of the approved areas for the use of funds is integrating pupil supports to address other barriers to learning. Two-thirds (66.7%) of the staff who responded to an in-house survey about the use of funds believe that grant funds should be used for the provision of health, counseling or mental health services for students. Two-thirds (66.7%) of the staff who responded to the survey believe that funds should be used for programs to address pupil trauma and social emotional learning, and 50% agreed that funds should be used for referrals to support family or pupil needs. All of these activities are embedded in the Community School Initiative.

**Previous Board Action:** The Community School Assistant position was approved by the Board in June 2022.

**Fiscal Implications:** The cost of the increase for the remainder of the 2022-2023 school year would be approximately \$11,000 including salary, health and welfare benefits and statutory benefits

**Recommendation:** Approve the increase of the Community School Assistant position to 1.0 FTE.