



Sequoia Union Board of Trustees Regular Board Meeting November 12, 2020 at 6:00 p.m.

A special meeting of the Board of the Sequoia Union Elementary School will be held at 23958 Avenue 324, Lemon Cove, CA. ***Please note those in attendance will need to follow physical distancing and wear a mask.***

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the school office at (559) 564-2106 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District office located at 23958 Ave. 324, Lemon Cove, California during normal business hours and on the website at <https://www.sequoiaunion.org/>

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. APPROVAL OF AGENDA**
- 4. COMMENTS FROM THE PUBLIC**

Board Policy #9323 allows each individual speaker three minutes for public comment. The public may choose to address the board on any non agenda item at this time, or on an agenda item at this time or at the time of the item's discussion. Before making a comment, please gain recognition from the Chair and direct your comments through the Chair. Due to COVID-19, if you wish to submit a comment virtually you may do so online at <https://bit.ly/SUpubliccomment>. Comments must be submitted one hour prior to the scheduled meeting opening to ensure they will be read. The same requirements relating to the three minute limit apply to written comments also. Comments submitted after the opening of the meeting, but before adjournment will be recorded in the minutes.

5. DISCUSSION & REPORTS

- 5.1. [Presentation by Ryan Morrelli of Mangini Associates, Architectural Services](#)**
- 5.2. [Superintendent Report](#)**



- 5.3. **Business Report**
- 5.4. [Personnel Report](#)
- 5.5. [Parent's Guild Report](#)
- 5.6. [Report on Students Back on Campus and Distance Learning](#)

6. CONSENT ACTION ITEMS

- 6.1. [Approval of Special Meeting Minutes 9/17/2020](#)
- 6.2. [Approval of Regular Meeting Minutes 10/8/2020](#)
- 6.3. [Approve A.D.A. Report](#)
- 6.4. [Approve Cafeteria Report](#)
- 6.5. **Approve Vendor Payments**
- 6.6. **Approve Payroll**
- 6.7. **Approve Budget Report**

7. ACTION ITEMS

- 7.1. [D42 Budget Revision Report 03062020](#)
- 7.2. [Request the Board to authorize Inter-fund Transfers in Accordance with the Budget for the 2020/2021 Fiscal year.](#)
- 7.3. [Proposed Classified Salary Schedule 2](#)
- 7.4. [ELD Coordinator Proposed Change from Range 3 to Range 4, Step 15](#)
- 7.5. [Library Media Curriculum Assessment Coordinator Job Description](#)
- 7.6. [TCOE Nurse Contract](#)
- 7.7. [Request the Board to approve Mangini and Associates selection as District Architect](#)
- 7.8. [Discussion of Temporary Teacher Position](#)

8. ORGANIZATIONAL BUSINESS

- 8.1. **Consideration of Agenda Items the Board Wishes to Discuss in Future Meetings**

9. CLOSED SESSION

- 9.1. **CONFERENCE WITH LABOR NEGOTIATOR**
AGENCY DESIGNATED REPRESENTATIVE: SUPERINTENDENT/PRINCIPAL
Employee Organization: S.E.T.A



- 9.2 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Gov. Code, 54956.9, subd. (d)(2) - One matter

10. ADJOURNMENT

Thank You for Inviting Us!

We are Mangini Associates



**Sequoia Union Elementary
School District**



FIRM HISTORY and EXPERIENCE

- Established in 1989, located in Visalia (20 minutes away)
- 31 years in education design and construction
- Worked with over 45 local Districts
- New schools, building additions and modernizations for K-12 facilities



Sequoia Union Elementary
School District



WORKING RELATIONSHIP - PAST PROJECTS

- 2006 - (1) Relocatable Classroom
- 2007 - (2) Relocatable Classrooms
- 2008 - New Library Addition
- 2014 - New Multi-Use Addition and New Classrooms Building



Sequoia Union Elementary
School District



STATE FUNDING ELIGIBILITY

- October 28, 2020 - State approves District for new construction planning and design (Total project eligibility of \$ 4,776,386)
- October 28, 2020 - State approves District for modernization planning and design (Total project eligibility of \$ 2,103,208)



Sequoia Union Elementary
School District



PROJECTS APPROACH

- New Construction budget of 80% of \$ 4,776,386 = \$ 3,821,108
- Eligibility based on 191 pupils / 25 pupils per CR = 8 CRs
- District's input and needs for master planning of new classrooms
- Modernization budget of 80% of \$ 2,103,208 = \$ 1,682,566
- Eligibility allows to spend dollars on upgrading existing facilities
- District's input and needs for repairs and upgrades of existing facilities



Sequoia Union Elementary
School District



We are ready to get started !

Questions ?



Sequoia Union Elementary
School District





Superintendent's Report

I am pleased to say that on October 26th we brought students back on campus in Cohorts. Our first day went fair, but we struggled to exit students at the end of the day. By the second day, we implemented a staggered release where grade levels exited to the gym at five minute intervals and we had the kinder parents do the drive up to pick up their students first. I also put a microphone out in front with the speakers in the gym. Mrs. Holly and I go from car to car asking who they are here to pick up, and we call out for the student and they come out to the car. This system seems to have helped alleviate that traffic jam that backed up in front of the school on day one and blocked the exit for the bus to leave campus. For the most part, our system of keeping each class in their own designated play area, with their own bag of balls, jump ropes, and other sporting equipment has been a success. We have placed a yard duty person in each designated play area. At lunch, we have the tables marked with blue tape that keeps students seated 6 feet apart from each other. The tables are 8 feet apart. We have color coded signs, with a class mascot on each sign and the teacher's name. This helps all students quickly identify which table they should sit at. It also helps our non-readers, because they can identify the class color or class mascot without being able to read the teachers name.

Since our last Board meeting, the RFQ Architect committee met twice. Once to go through the 12 applications from firms that want to have our business. We used a 5 point rubric to score each application. Then the committee compared their score sheets and we picked our top three applicants. On October 22nd, we invited each of the top three architectural firms to come to the Sequoia Union gym and make a presentation to the committee. It was a tough decision, but based on our score cards and notes, the committee unanimously chose Mangini Associates, Architectural Services to recommend to the Board.

Our negotiations with the S.E.T.A. has resumed and we have held two meetings so far. I will keep the Board informed of our progress that we are making with our bargaining unit team towards negotiating a new contract.

We also have been meeting monthly with our Classified Staff and we have created a working Google Document where staff can make recommendations or post questions and the Administration moves to incorporate those issues into our next Classified Staff meeting. One of the biggest issues we have been working on together is the updated Classified Staff Salary Schedule.

I have started our Certificated Leadership Professional Development Team, and we meet every other Monday after school. We are working on developing solutions to issues or problems related with Distance Learning and the Cohort system to try and make things flow smoothly for students, parents, and staff. The Leadership Team is also working as mentor teachers to various staff members who are working through the New Teacher Induction program in order to clear their credentials. This is a lot of work and I appreciate all the extra time and effort our Leadership PLC team members give to our new teachers.

I want to thank all of our Staff for all of their hard work and efforts in making the students return to campus a great one. Students are extremely happy to see their friends and their teachers. Keeping them safe is our number one priority. Increasing student learning and engagement is so important. We want to thank our parents and family members for helping to ensure the continuity of education since March of this year. Teamwork!



SEQUOIA UNION | ELEMENTARY SCHOOL

Business Department

Diana Hernandez

November 12, 2020

Agenda



Attendance Report



Cafeteria Report



Vendor Payments



Payroll



Budget Report



Recommended Salary Schedule



Compliance



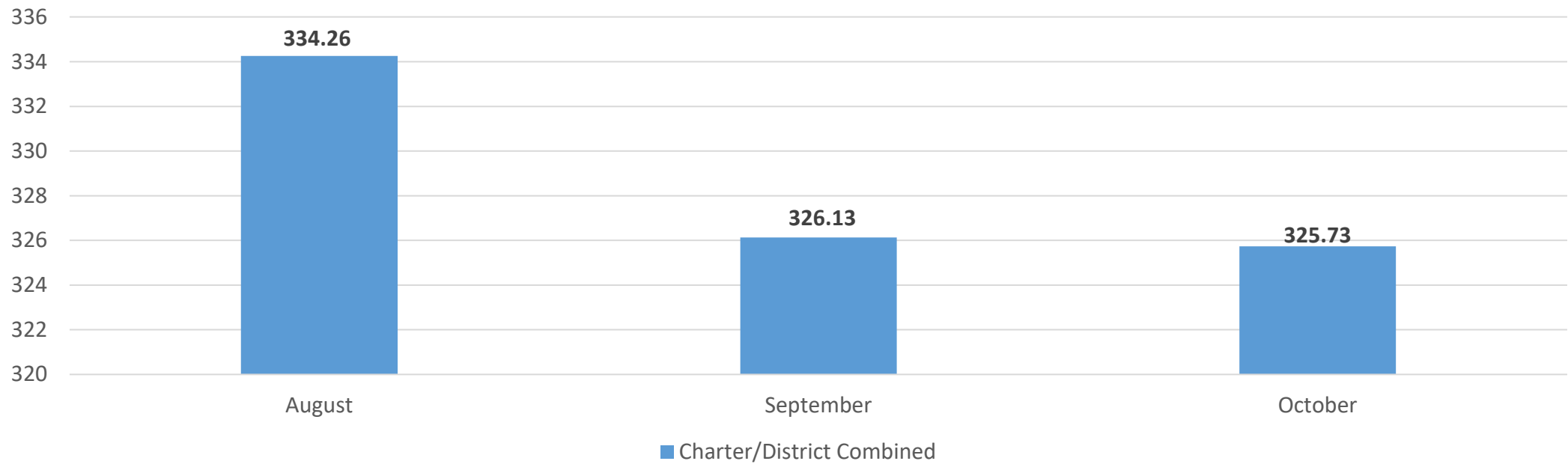
Questions

Attendance Report

09/28/20-10/23/20
15 School Days

Grade	Carry Forward	Gain	Loss	ADA
0	43	0	0	43
1	26	2	0	43
2	33	1	0	34
3	45	0	0	45
4	33	0	0	32.53
5	36	0	1	35.60
6	48	0	1	47.57
7	39	0	0	37.50
8	23	0	0	22.53
Charter Total	303	3	2	303.20
District Total	23	0	0	22.53
Combined				325.73

Comparison Attendance Report



Cafeteria Report

42 - Sequoia Union Elementary School District

BUDGET REPORT

BDG113

11/6/2020

Page 3 of 3

FY: 2021

3:45:40PM

FROM: 7/1/2020 TO 10/30/2021

FUND: 130 - Cafeteria Special Revenue Fund

UNENCUMBERED

FD	RE	PY	GO	FN	OB	SI	Working	Current	Year To Date	%	Encumbered	Balance	%
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SUMMARY FOR 130 - CAFETERIA SPECIAL REVENUE FUND

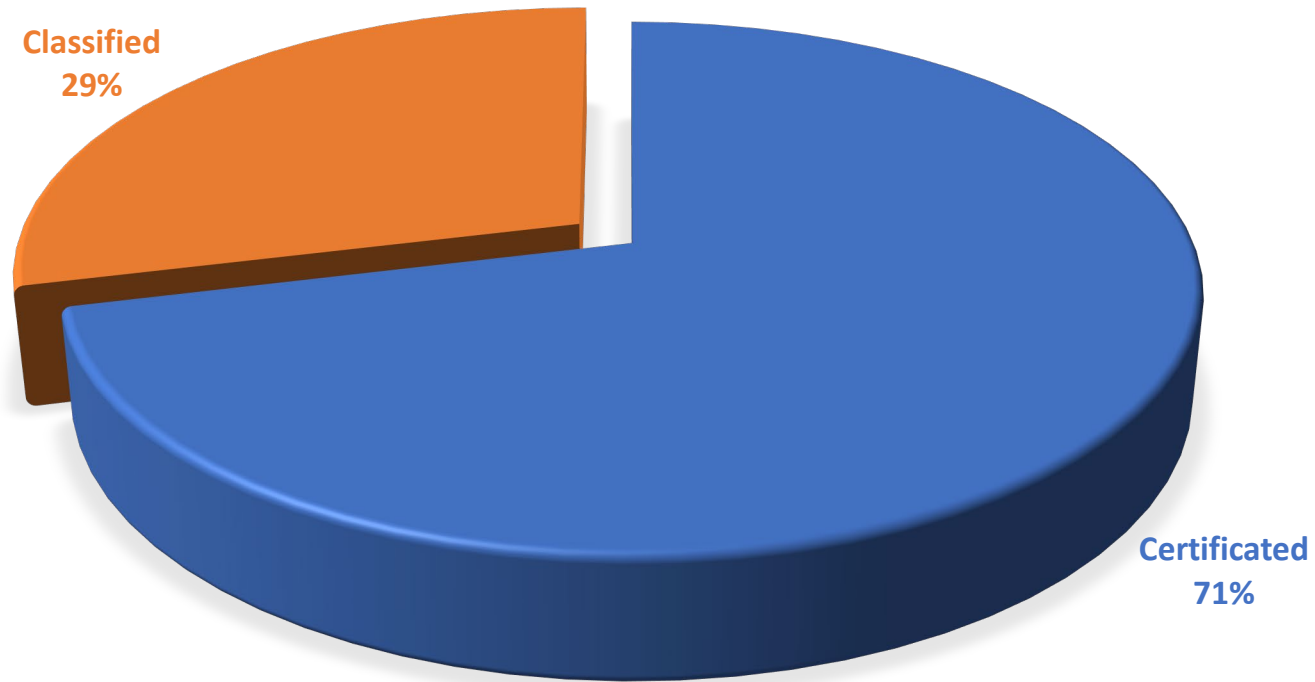
		Current	Year To Date	%	Encumbered	Balance	%
TOTAL: INCOME	151,386.00	19.78	19.78	0.01	0.00	151,366.22	99.99
TOTAL: 1000-5000	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82
TOTAL: 1000-6000	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82
TOTAL: EXPENSES	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82

Vendor Payments

10/8/2020		\$19,598.56
10/20/2020		\$183.68
10/22/2020		\$18,113.53
10/29/2020		\$25,476.83
Total		\$63,372.60

PAYROLL

October



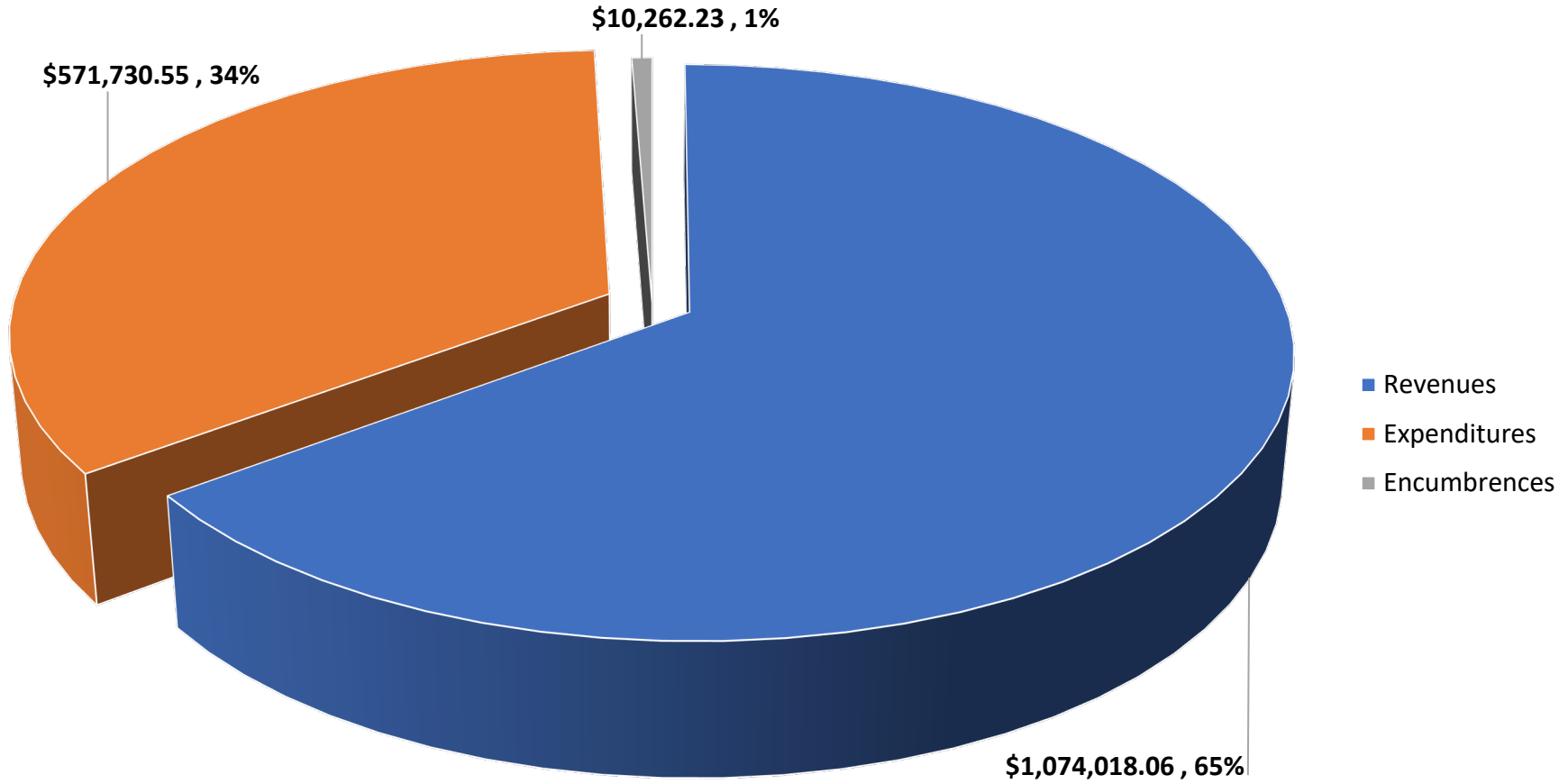
□ Certificated \$108,271.09

□ Classified \$47,341.71

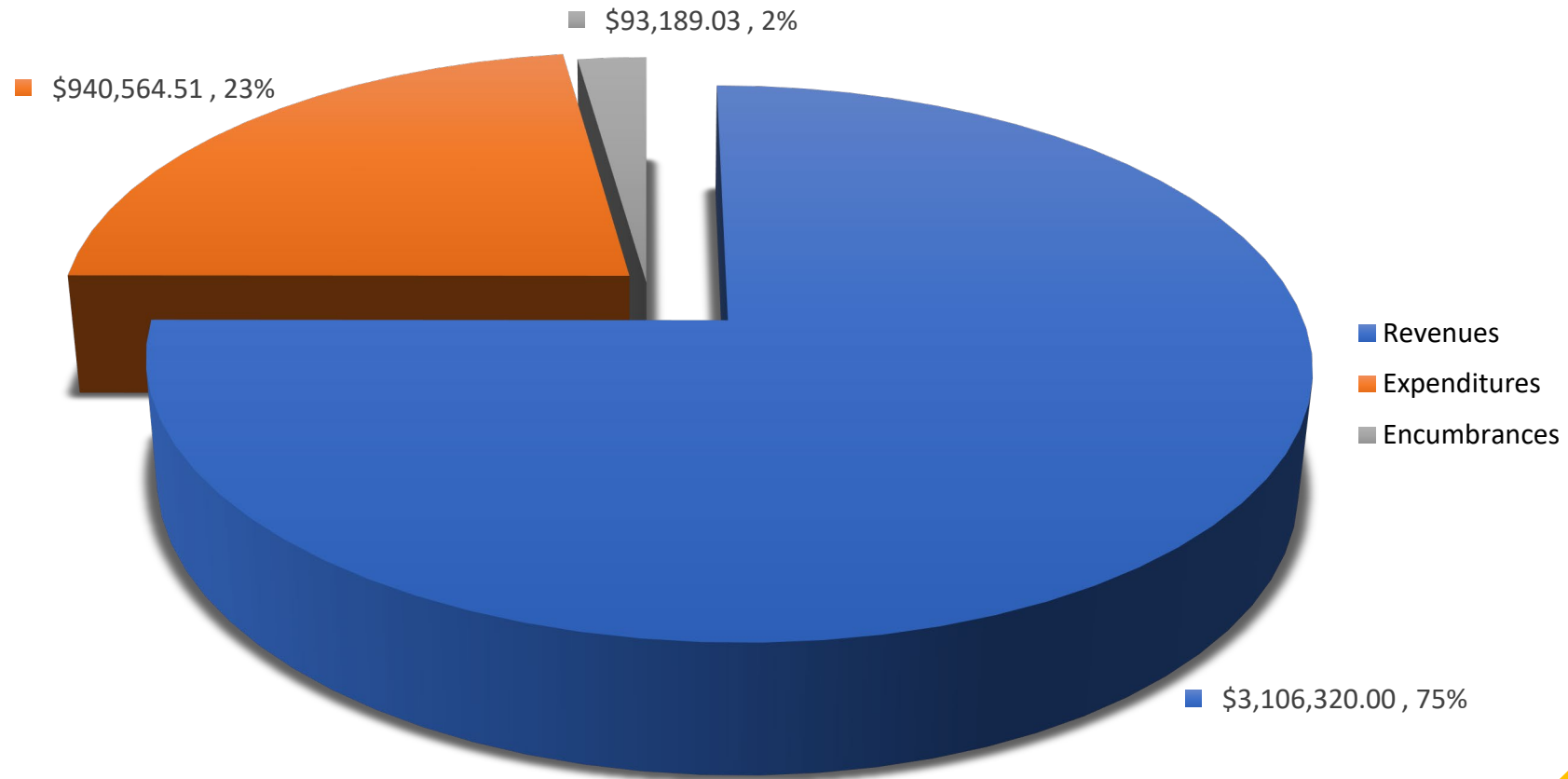


Budget Report

DISTRICT



Charter



Recommended Salary Schedule

2020/2021

Sequoia Union Elementary School District - Recommended

Classified Salary Schedule 2020/2021

SEQUOIA UNION ELEMENTARY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULE 2020/2021

	Range 1	Range 2	Range 3	Range 4
Step 1	\$ 13.00	\$ 13.52	\$ 14.06	\$ 14.62
Step 2	\$ 13.33	\$ 13.86	\$ 14.41	\$ 14.99
Step 3	\$ 13.66	\$ 14.20	\$ 14.77	\$ 15.36
Step 4	\$ 14.00	\$ 14.56	\$ 15.14	\$ 15.75
Step 5	\$ 14.35	\$ 14.92	\$ 15.52	\$ 16.14
Step 6	\$ 14.71	\$ 15.30	\$ 15.91	\$ 16.54
Step 7	\$ 15.08	\$ 15.68	\$ 16.31	\$ 16.96
Step 8	\$ 15.45	\$ 16.07	\$ 16.71	\$ 17.38
Step 9	\$ 15.84	\$ 16.47	\$ 17.13	\$ 17.82
Step 10	\$ 16.24	\$ 16.88	\$ 17.56	\$ 18.26
Step 11	\$ 16.64	\$ 17.31	\$ 18.00	\$ 18.72
Step 12	\$ 17.06	\$ 17.74	\$ 18.45	\$ 19.19
Step 13	\$ 17.48	\$ 18.18	\$ 18.91	\$ 19.67
Step 14	\$ 17.92	\$ 18.64	\$ 19.38	\$ 20.16
Step 15	\$ 18.37	\$ 19.10	\$ 19.87	\$ 20.66

4% increase in range and
2.5% Increase in Step

Longevity	
11 years	\$ 68.00
16 years	\$ 104.00
21 years	\$ 140.00
26 years	\$ 177.00
30 years	\$ 200.00

Range 1	No or little experience, no additional certifications, under close supervision of certificated or classified staff
Custodian Yard Duty Cafeteria Assistant	
Range 2	Some experience, under supervision of certificated or classified staff
Receptionist Health Aide Instructional Aide I	
Range 3	Job specific experience, may have specialized certification, works independently with little direction
Instruction Aide II Library Aide I Lead Custodian	
Range 4	Job specific experience/certifications, works independently, supervisory role reports to Director/Superintendent
K-Care Bus Driver Computer Lab Aide ELD Coordinator	

Classified Salary Fiscal Impact



Employee	Range	Step	Proposed Step	Longevity	Current Hourly	Current Annually	Proposed 2 Hourly	Proposed 2
Instructional Aide	2	3	3	\$ -	\$ 14.07	\$ 17,826.41	\$ 14.20	\$ 17,991.12
Yard Duty/Bus Driver	4	16	15	\$ 140.00	\$ 19.09	\$ 26,359.22	\$ 20.66	\$ 28,400.40
Night Custodian	1	7	7		\$ 13.13	\$ 23,907.63	\$ 15.08	\$ 27,458.27
ELD (w/ 41 Min Days)	3	19	15	\$ 200.00	\$ 17.75	\$ 24,599.44	\$ 20.66	\$ 28,271.68
Instructional Aide (w/ Min Days 7)	3	6	6		\$ 14.74	\$ 19,187.21	\$ 15.91	\$ 20,710.21
Instructiona Aide (w/ min Days 41)	3	12	12	\$ 68.00	\$ 16.91	\$ 21,610.04	\$ 18.45	\$ 23,509.95
Cafeteria Assistant	2	19	15	\$ 140.00	\$ 17.75	\$ 22,298.98	\$ 19.10	\$ 23,877.83
Lead Custodian	3	14	14	\$ 68.00	\$ 16.91	\$ 31,760.29	\$ 19.38	\$ 36,280.24
Yard Duty Aide	3	7	7		\$ 13.13	\$ 8,804.52	\$ 16.31	\$ 10,936.92
Bus Driver /Yard Duty/ PE Aide	4	16	15	\$ 200.00	\$ 19.09	\$ 27,912.27	\$ 20.66	\$ 30,026.90
Instructional Aide (w/ min Days 7)	3	6	6		\$ 14.31	\$ 18,627.47	\$ 15.91	\$ 20,710.21
Instructional Aide (w/ min Days 7)	3	19	15	\$ 104.00	\$ 17.75	\$ 24,249.35	\$ 19.87	\$ 27,008.98
Instructional Aide (w/ min Days 7)	3	14	14	\$ 104.00	\$ 16.91	\$ 23,155.92	\$ 19.38	\$ 26,371.14
Office Clerk	2	7	7		\$ 15.23	\$ 14,843.16	\$ 15.68	\$ 15,281.73
Bus Driver (VACANT)	4	1	1		\$ 18.18	\$ 11,107.98	\$ 14.62	\$ 9,084.87

Current Annual Total

\$ 316,249.89

\$ 345,920.45

Total Increase (Annual)

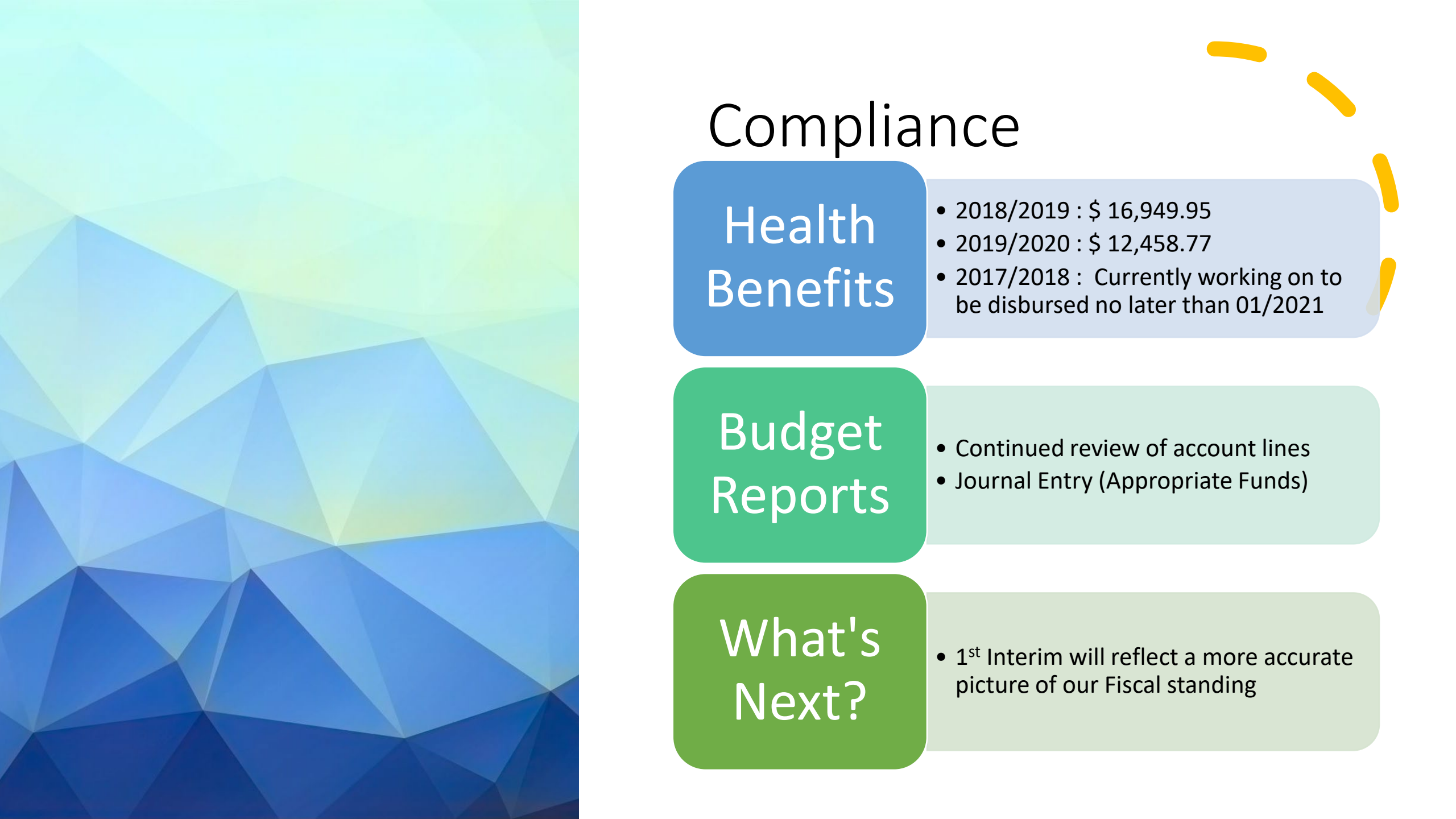
\$ 29,670.56

\$ 8,794.35

\$ 38,464.91

The position listed are all current Sequoia Union Classified Staff

These step increase is to 15, and will reflect the correct and maximum step for positions held at SU, those steps will include longevity in their monthly wages



Compliance

Health Benefits

- 2018/2019 : \$ 16,949.95
- 2019/2020 : \$ 12,458.77
- 2017/2018 : Currently working on to be disbursed no later than 01/2021

Budget Reports

- Continued review of account lines
- Journal Entry (Appropriate Funds)

What's Next?

- 1st Interim will reflect a more accurate picture of our Fiscal standing

Questions





SEQUOIA UNION | ELEMENTARY SCHOOL

Personnel Report

Please welcome the following new staff members to Sequoia Union Elementary School District:

Yard Duty Aide (3 hour) position: Mindi Line

Instructional Aide (6.5 hour) position: Kayden Ziessler

Custodian (4 hour temporary) position: David West, II

Office Clerk (5 hour) position: Maria Lazaro

.

SEQUOIA UNION | ELEMENTARY SCHOOL



PTC

November 5, 2020

Parents guild is super happy to be back at school. Even if it is a couple days a week, we love the happy faces that each child has as they approach the school.

We are happy to let you know some of the things that we have accomplished during these last couple months.

- Basketball back boards and hoops have been purchased, delivered and installed on the elementary basketball courts. We are very thankful to the jog-a-thon donors that helped to make that happen.
- Back packs filled with supplies were donated to teachers that had students in need. Our parents wanted to make sure that every student had the supplies needed to start their school year on campus.
- In preparation for Thanksgiving, we are beginning to prepare for our Thanksgiving dinner drive. A sign-up genius will be going out soon to sign up for items to donate to our Thanksgiving dinners. These dinners will be delivered to families the week of Thanksgiving.

Because we haven't been back at school and unable to hold meetings, we have been unable to hold elections. As of right now our board remains the same

Joey Howell –President
Heather Blevins – Vice President
Trine Krueger – Secretary
Stephanie Amaral – PTC Treasurer
Jen Gowett – Sports Booster Treasurer

~ Joey Howell, Parents Guild President



Sequoia Union Elementary School District

Report on Students Back on Campus and Distance Learning

Report on Students Back on Campus and Distance Learning

- Students arrive on campus at 7:55 am – 8:15 am. Students are screened for COVID-19 symptoms and a temperature check is taken. Students who ride the bus are screened as they enter the bus.

Report on Students Back on Campus and Distance Learning

○ Morning Check In



Report on Students Back on Campus and Distance Learning

- Students enter campus and go to their designated line-up area that is marked with their Teacher's name, a classroom mascot, and a classroom color. Blue tape marks where each student stands, separated by six feet of physical distance from any other student. The Teachers come to the line-up area and walk the students to their classroom while maintaining the six feet of physical distancing.



Report on Students Back on Campus and Distance Learning

- Each recess time has play areas that are separated from each other so the Cohorts of students stay with their own classroom on the play area. We have created new play areas between the Memorial Building and the Wing #1 and Wing #2 buildings to give K and 1st grade additional separation during recess time. We also utilize the play structure as one play area; the blacktop as a play area; the Western Basketball Courts; the Northern Basketball Courts; the Soccer-Football field; and the track as a play area to keep all classes separated during their recess time. The areas are rotated by a daily/weekly schedule that is emailed and posted for teachers and classified staff to use. Each play area is monitored by a classified staff member. Each classroom has their own sports bag that is full of different types of balls, jump rope, and other outdoor play equipment.

Report on Students Back on Campus and Distance Learning

○ Outside Play Areas



Report on Students Back on Campus and Distance Learning

○ Outside Play Areas



Report on Students Back on Campus and Distance Learning

○ Outside Wash Stations



Report on Students Back on Campus and Distance Learning

- During lunch in the cafeteria/gym, we also utilize the classroom cards that have the Teachers name, the class mascot, and the class color so students easily can identify where they are to sit while they are eating their lunch. Each table uses blue marking tape to physically distance each student to six feet. When a student comes in to the cafeteria/gym there are blue markings for them to line up, keeping their 6 feet of physical distance. The class cohorts at lunch are divided by grade level: K-1; 2-3; 4-5; and 6th grade. Each lunch is 30 minutes long, and the last 10 minutes the students exit the cafeteria/gym and have a 10 minute recess in the same designated area that they used earlier that morning for regular recess.

Report on Students Back on Campus and Distance Learning

○ Lunch Area



Report on Students Back on Campus and Distance Learning

- We end the school day with a staggered release between 1:45 pm and 2:00 pm. The Kinder classes go to the gym first and I am out front with Ms. Holly with radios and I use the microphone to announce the family that is in the front to pick up the student. I say the last name, the first name, the teachers name, and the color and type of vehicle that is in the front so students get taken quickly to the correct vehicle. This system seems to have worked as we are able to get students released without a large back-up of traffic on the street, which blocked the bus exit back on October 26th, before we implemented the new system. The students stand in the gym by grade level, between the tables, which are 8 feet apart, and line up next to a blue tape area to remain six feet apart from any other student as they wait for their name to be called.

Report on Students Back on Campus and Distance Learning

- Since we have returned students to campus in Cohorts, many families that originally decided to stay on distance learning, have decided to return their students to campus. We also have had families that are on Home School, bring their students back on campus. And we have had numerous families move into our boundaries over the last 10 days. This has increased the class sizes in many classes. We do have the new desks. I have placed them in classrooms, where I just had a measuring tape before, I now have physical desks. In Rooms 1 – 10 we can get 23 desks spaced 6 feet apart. In the portables, we can get 19-21 depending on the portable (some have more built in cabinets that are bolted to the walls). In the Middle School building we can get 23. With the increased numbers in our classrooms, returning students to four days a week, and keeping them six feet apart in the classroom is problematic. I can hire an additional temporary teacher to alleviate the large numbers between 3rd and 5th grades. It would entail creating a second combo class. A 3rd/4th combo to go along with the 4th/5th combo we already have. This will bring down the enrollment per classroom to 19 in five of the classrooms, and to 20 in one other. 1st and 2nd grades have a smaller enrollment. Kinder and 6th grade would not be able to get enough desks in their classrooms for the new current enrollment. If our enrollment continues to grow, then even the 3rd-5th might have to revert back to Cohorts, even with the new temporary teacher.

Report on Students Back on Campus and Distance Learning

○ End of the School Day



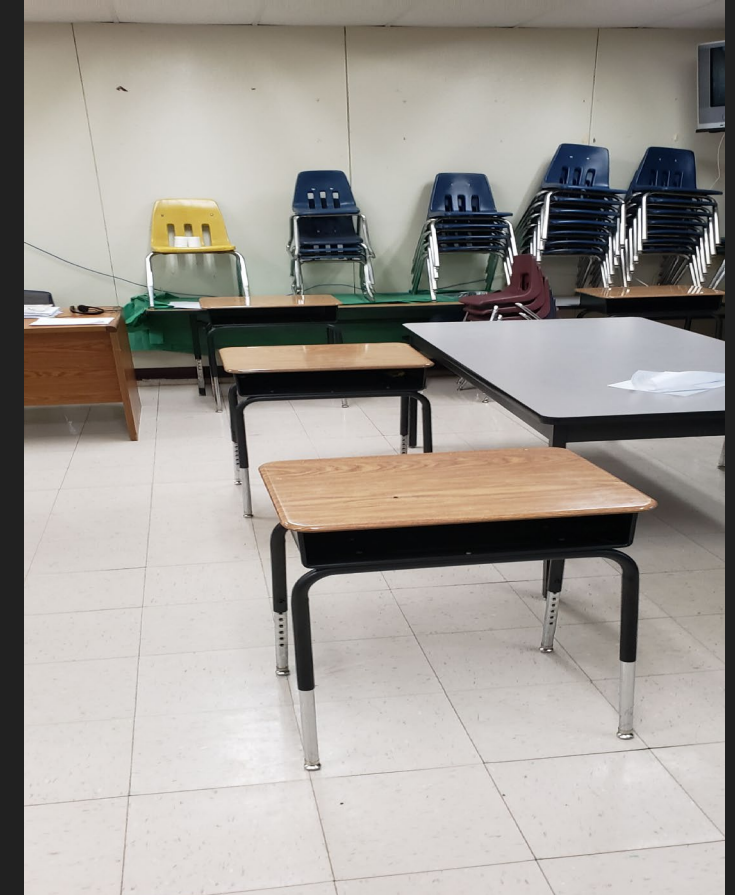
Report on Students Back on Campus and Distance Learning

- Wing 1 and Wing 2 with 23 desks per classroom would look like this:



Report on Students Back on Campus and Distance Learning

- Portable Classrooms with 19 – 21 desks maximum depending on which portable



Report on Students Back on Campus and Distance Learning

- Kinder teachers feel that students in Cohorts are still able to get around the room, come to centers with the teacher, while remaining 6 feet apart, and come to carpet time, while remaining six feet apart. With 23 desks in the classroom, those things will not be possible for Kinder students as the teacher would be teaching from a corner of the room and it would limit the ability of the teacher or the students to move around the room, which is so important for Kinder students.



Report on Students Back on Campus and Distance Learning

* For students who are in a Cohort, the student lessons for on campus learning are different than the Zoom meeting and lessons for Distance Learners. So, when a student misses their day to be on campus learning and instead does Distance Learning, it is possible that they are going off sequence with the lessons planned by the teacher for each Cohort. So, I encourage parents to communicate with teachers if your child is sick and moving to Distance Learning for a day, or more than a day, please let teachers know so they can plan accordingly.

Report on Students Back on Campus and Distance Learning

- Middle School students are struggling in 7th and 8th grades. The teachers have called parents numerous times, met with parents who are willing to meet, and I have done meetings and numerous house visits. Nevertheless, we have 11 students in 7th grade and 8 students in 8th grade that have a GPA below 1.0. Teachers want parents to know their students are at risk for retention. I am creating a second middle school cohort and we will invite these students to participate in their Zoom classes while at school and the Instructional Aide will work directly with the teachers to help close these gaps. We would then have two middle school cohorts on campus. The earliest we can start this second cohort is right after Thanksgiving break.

Report on Students Back on Campus and Distance Learning

- Q and A



SEQUOIA UNION | ELEMENTARY SCHOOL

CONSENT ACTION ITEMS:

- 6.1 Approval of Special Meeting Minutes 9/17/2020
- 6.2 Approval of Regular Meeting Minutes 10/8/2020
- 6.3 Approve A.D.A. Report
- 6.4 Approve Cafeteria Report
- 6.5 Approve Vendor Payments
- 6.6 Approve Payroll
- 6.7 Approve Budget Report

On a motion of _____, and seconded by _____,
The Board voted to _____.

Board Members	AYE	NO	Abstain	Absent
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Nicole Ray
Lane Anderson
Anna Eynaud
James McNulty
Bradley Ward



SEQUOIA UNION | ELEMENTARY SCHOOL

Board of Trustees Special Board Meeting September 17, 2020

The Board of Trustees of the Sequoia Union School District held a virtual meeting on September 17, 2020. The meeting was accessible to the public online (<https://global/gotomeeting.com/join/935398941>) and also available by phone ((872) 240-3412. Access Code: 935-398-941.

Members Present

Anna Eynaud, Bradley Ward, Nicole Ray,
Brad Ward

Members Absent Visitors Present

Lane Anderson, James McNulty
Diana Hernandez, Ken Horn, John Sphanh Cassady, Caller 01, Caller03, Caller
04, Caller 05, Caller 06 Caller 07, Caller 08, Caller 9, Susam Emerson, Hope
Wagner, Nayeli Rodriguez, Ciaira Machado, Joel Nunes, Mark & Lucilina
Brackett, Nick Keller, Janene Keller, Jonathan Verhoeven, Kelley Ritchie,
Sista Duncan, Erika Mendoza Garcia, Kellie Zerlang, Adolfo & Noemi Reyes,
Hannah Stanley, Joey Howell, John Rios, Gladys Ramirez, Christy Ward, Jerry
Line, John Rios, Lisa, RM, Dewayne Spalding/Bouhaben, Stephanie, Win
Doyle, VF, Stephanie Amaral, Desitni Guglielmoni, Arcka S, Robert Benik,
Jenna Holly, Laura Stables, Jon Cotta, Brett Ward

1. Call to Order

President of the Board, Nicole Ray called the meeting to order at
6:03 p.m.

2. Flag Salute

President of the Board, Nicole Ray led in the flag salute

3. Agenda Approval

On the motion of James McNulty, seconded by Brad Ward the Board voted to
approve the agenda as written.

4. Comments from the Public

Comments as submitted were held to be discussed during 6.3 Review and
Approve Return to School plan

5. Reports and Discussion

5.1 Superintendent Ken Horn provided overview of what has transpired at Sequoia Union:

- COVID-19 exposure that led Mr. Horn to be quarantined and work remotely
- Update on the survey and hard data from surveys for re-opening the School District with a plan to be discussed in depth during action items
- Purchase of COVID-19 essentials for students and staff for the start of the year and update that TCOE will also provide a small supply after the start of the year

5.2 Diana Hernandez presented Business Department: Budget Updates

- Review and requesting approval SB858: Substantiation of Need for Assigned and Unsigned Ending Fund and where and how funds will be allocated. The SB858 is required to approved at the time the Proposed Budget is approved
- Good News! District Interfund Loan from the 17/18 School Year was incorrect and not updated. Per Sara Smigiera at TCOE it will reflect correctly in 20/21 School Year



SEQUOIA UNION | ELEMENTARY SCHOOL

- Follow up with the Board regarding: Closing Books for 19/20 School Year, End of Year Reports, Audit Date, Training with Elaine (Retired CBO)

6. Other Action Items

- 6.1 Review and Approve Progress Payment No. 2 for Tavioli Construction (N. Keller). Mr. Keller provided updates advised that the pipe is 95% complete, there were some issues regarding propane area by the gym. Furthermore, there is good progress and completion will be mid to late August.

- 6.2 Mr. Keller presented on State Board Claim#10: material cost and request that Payment No. 2 be Board approved.

On the motion of Anna Eynaud, seconded by James McNulty the Board voted to approve Payment No. 2 in the amount of \$98,674.75 to Travioli Construction.

On the motion of James McNulty, seconded by Anna Eynaud the Board voted to approve Application as Board President to execute Claim #1.

- 6.3 Review and Approve Return to School Plan
Board President Nicole Ray, recited the Board Policy on public comment and proceeded to open the floor to comments from the public

Melanie White: commented on COVID-19 increase and risk to our students

Linda Mars: commented on re-opening of schools and rid fear and false science beliefs

Board President, Nicole Ray thanked the visitors for their public comment

Superintendent Ken Horn reviewed data collection from Survey #2 discussion followed by this presentation which trailed with public comments.

Board members requested clarification with option plans to choose and 6 feet social distancing if cases arise including contact tracing

Public Comments trailed:

Dewayne Spalding: Concerned with tech device assistance with Kindergarten, questioned if there would be training/tech support ofr parents.

Continued discussion regarding face mask, ability to physical distancing as practicable, having lower grade levels on campus while upper grades distance learning, families' opposition to face mask/shield for students, assessment of families who would return with provisions as mandated by the State of CA.

Public Comments Continued:

Laura Stables: Refused for children to wear face mask



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Jon Cotta: How will COVID-19 exposure be addressed
Nayeli Rodriguez: Commented that school should re-open as Plan B
Jon Cotta: Concerned with child's ability to learn with mask and hearing clarity
Arcka: Can the District consider pushing back start date.
Cindy Ward: Concerned/questioned the ability that service minutes for Special Education students be met as stated in their IEP

Mr. Horn response to Cindy Ward that accommodations will be made to meet the needs of our Special Education students.

On the motion of Lane Anderson, seconded by James McNulty the board voted to adopt Plan-A to do physical distancing using protective equipment pending the parent survey.

The Board requests that clarification regarding Social distancing and PPE be provided at the July 27th Board meeting.

6.4 COVID Mitigation Matrix Resolution 20-21-002

Mr. Horn advised that Lozano Smith submitted the plan late in the afternoon which only provided half of the information requested. He will set aside and present the full plan at the next Board Meeting July 27, 2020.

6.5 Approval of 2020/2021 Instructional Calendar on the motion of Anna Eynaud, seconded by James McNulty the board voted to approve the 2020/2021 Instructional calendar.

6.6 CUPCCA Public Notice-Resolution 20-21-001 Mr. Horn presented CUPCCA. On the motion of Lane Anderson, seconded by James McNulty the board voted to approve CUPCAA –Resolution 20-21-001.

6.7 Declaration of Need GLAP Credential. Mr. Horn presents the need for a teacher to teach out of her credential. On the motion of James McNulty, seconded by Lane Anderson the Board voted to approve the Declaration of Need GLAP Credential.

6.8 Declaration of Need Substitute Teachers. Mr. Horn presented on substitute needs in the District. On the motion of Anna Eynaud, seconded by Brad Ward the Board voted to approve Declaration of Need Substitute Teachers

6.9 Review and Approve SB858 Form: Substantiation of Need for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves. On the motion of James McNulty, seconded by Anna Eynaud the Board voted to approve the SB858 Form.

6.10 Approval of Interdistrict Agreement Requests. On the motion of Anna Eynaud, seconded by Lane Anderson the Board voted to approve the Interdistrict Agreement Requests.



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7 Organizational Business

7.1 Consideration of Agenda Items the Board wishes to discuss in future Meetings. No items presented.

8 Adjournment

On the motion of Anna Eynaud, seconded by James McNulty the meeting adjourned at 8:48 p.m.



Board of Trustees Regular Board Meeting Minutes October 8, 2020

The Board of Trustees of the Sequoia Union School District held October 8, 2020. The meeting was accessible to the public online (<https://global/gotomeeting.com/join/935398941>) and also available by phone ((872) 240-3412. Access Code: 935-398-941.

Members Present

Nicole Ray, Bradley Ward, James McNulty, Lane Anderson

Members Absent

Anna Eynaud

Visitors Present

Diana Hernandez, Ken Horn, Nicholas Keller, Hannah Stanley, Kelley Ritchie, Samantha S., Stephanie Amaral, Nayeli Rodriguez

1. Call to Order

Board President, Nicole Ray called the meeting to order at 6:04 p.m.

2. Flag Salute

Board President, Nicole Ray led in the flag salute

3. Agenda Approval

On the motion of James McNulty seconded by Bradley Ward the Board moves to approve Item 8.1 to follow Item 4 and approve the agenda

4. Comments from the Public

None

8.1 Approval of Progress Payment and Reimbursement Claim for Well Project (Keller/Wegley Engineering)

Nick Keller presented updates on the progress of the well and advised that water quality testing will be completed at the end of the month during a site visit. In addition, he advised there will be a fencing around the well site and the trench will be paved the following week. The contractor estimates completion at the end of the month and finalization of the project is estimated for the week of Thanksgiving. Nick Keller request the Board approve Claim #9 progress Payment #4 in the amount of \$34,237.81

On the motion of Lane Anderson seconded by James McNulty the Board motions to authorize Board President to execute Claim #9 progress payment #4 to Travioli Construction.

Superintendent Ken Horn asks Nick Keller if the hole near the boiler room will be covered as students are due to return on campus.

Nick Keller advised that the whole will be fenced up with orange fencing.

5. Public Hearing Adopting Development Fees on Residential and Commercial and Industrial Development to Fund the Construction or Reconstruction of School Facilities

Superintendent Horn, presents Ken Reynolds summary

Board President, Nicole Ray opens the floor for the Public Hearing at 6:19 p.m.,
No comments

Board President, Nicole Ray concludes Public Hearing at 6:20 p.m.

6. Discussion & Reports

6.1 Superintendent Report

Superintendent Horn presents the update of the waiver, survey of both classified and certificated staff and reviews students schedules and logistics. Board President, Nicole Ray raises concerns regarding student's full return to campus and request clarification of 6 ft social distancing. A discussion between the Board further suggests the goal of having students return 4 days a week on campus. In addition, a question if proceeding to 4 days a week hinder the process and can that question be presented to the county if physical



distancing is included in the return plan. It was suggested in conversation that the goal be to return all students 4 days a week no later than 3 weeks after their initial return on campus.

Certificated staff comment that there would not be a 6ft social distance capability in some classes and will be unable to occur. Superintendent Horn advises that mock arrangement of class set up would allow for the 6ft social distancing.

Parent Samantha Stahler comments that as a 3rd grade teacher and mom to a student currently attending Sequoia Union asks if the return of students to full days contingent of 6ft , raises concern regarding theme/comments on the survey regarding : moving out furniture, is it conducive to learning for kids, encourages to ask and hear prospective of the parents. In addition, the parent suggests that a full return to school regardless of the class set up would be preferred for students.

6.2 Business Report

Elaine Neilsen and Diana Hernandez present the Business Report.

The Board Members suggests the Business report to include the following: verify what we expect with budget, quarterly report/ comparison of current budget and expenditures where we are to date.

The Board suggests to also include COVID revenues and expenditures vs what is used in the budget.

6.3 Discussion on TCOE Review and Approval of Budget for Fiscal Year 2020-2021

Elaine Neilsen and Diana Hernandez provide a bulleted description of the current letter received from Tulare County Office of Education Review and Approval of Budget for Fiscal year 2020/2021. The Board was advised that the Business Departments next steps are to work through the budget in its entirety to review each account line individually and would return at the next Board Meeting with a Budget update

6.4 Discussion on Classified Salary Schedule

The Board suggests that Business Department works with neighboring districts regarding the Proposed Salary Schedule obtaining three neighboring Districts schedules ensuring that they are reasonable & equitable, comparison of total fiscal impact and would it be comparable to teacher negotiations. It is recommended that careful review of the suggested the Business Department submit a recommendation of the Proposed Salary Schedule for approval

6.5 Report on the RFQ Architect Process and Next Steps

Superintendent Ken Horn provides an update regarding RFQ Architect process and advises that a committee made up of Jerry Line, Director of MOT and Diana Hernandez, Business Manager reviewed submissions from various architects and graded them according the rubric provided. The three top firms have been selected and will be invited for an in-person presentation/committee of their RFQ. Superintendent Ken Horn will be providing a recommendation to the Board at the November Regular Board Meeting.

6.6 Report on Student Data, including Students with Exceptional Needs

Superintendent Ken Horn, provides a Report on Student Data PowerPoint presentation that included student data, including students with exceptional needs. The data provided was retrieved from STAR-ELA Benchmarks (Renaissance, iReady Reading Diagnostic and iReady Math Diagnostic. The presentation also included the next steps to close Learning Loss. Discussions arose from the presentation requesting how the data and patterns are being used what is their purpose. Superintendent Ken Horn advised that the data is produced for the auditors.



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Question arose requesting the comparison of iReady benchmark to the State of California or surrounding District Benchmark data. Superintendent Ken Horn will provide State of California Benchmark data at the November Board meeting.

6.7 Discussion on Health Screening Applications

Superintendent Ken Horn advises that after review of the Health Screening Applications and further information from surrounding school Districts, Sequoia Union will opt out of Health Screening Applications and will continue to prescreen students and transcribing the data manually.

6.8 Process and Procedure of Board Packets and Meeting Preparation

Superintendent Ken Horn presents the Board Meeting Preparation Protocol for regular meetings.

Discussion from the Board members suggested that the email list for agenda be created, Board packet to be submitted Wednesday and completed Friday. Stephanie Amaral thanked Mr. Ken Horn for continued email regarding items to be listed on the agenda

Board Member James McNulty advised that action items include a brief description, recommendation, and what direction the Board is to take on a given agenda item

7. Consent Action Items

7.1 Approval of Regular Meeting Minutes 09/10/2020

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Regular Board Meeting Minutes for 09/10/2020

7.2 Approval of Special Meeting Minutes 09/17/2020

The Board moves to set approve the Special Board Meeting Minutes of 09/17/2020 to the Regular Board Meeting in November.

7.3 Approval of Special Meeting Minutes 09/24/2020

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Special Board Meeting Minutes for 09/24/2020

7.4 Approve A.D.A. Report

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the A.D.A. Report.

7.5 Approve Cafeteria Report

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Cafeteria Report.

7.6 Approve Vendor Payments

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Vendor Payment Report.

7.7 Approve Payroll

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Order to Pay Report.

7.8 Approve Budget Report

On the motion of Lane Anderson seconded by James McNulty the Board motions to approve the Budget Report.

8. Action Items

8.1 Approval of Progress Payment and Reimbursement Claim for Well Project (Keller/Wegley Engineering)

(Motion is reflected in the Board Minutes as the action transpired after Agenda Item 4)

8.2 Application for Exemption from Required Expenditures for Classroom Teacher Salaries

On the motion of Lane Anderson, seconded by Bradley Ward the Board motions to approve the application for exemption from required expenditures for classroom teacher salaries.

8.3 Discussion of the Job Description and the hiring of a 5-hour Office Clerk-Receptionist



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On the motion of Lane Anderson, seconded by Bradley Ward the Board motions to approve to post and amend the job description for the 5-hour Office Clerk/Receptionist. removing the second paragraph in the job description.

- 8.4 Discussion on the hiring of the Temporary 4-hour Custodian positions
On the motion of Lane Anderson, seconded by Bradley Ward the Board motions to approve the Superintendent to interview and hire the Temporary 4-hour Custodian position.

- 8.5 Discussion and approval of TCOE Health Services Contract
On the motion of James McNulty, seconded by Bradley Ward the Board motions to approve the TCOE Health Services Contract.

- 8.6 Resolution for Adopting Development Fees
On the motion of James McNulty, seconded by Lane Anderson the Board moves to adopt Resolution 2020-21-07 Development Fees on Residential and Commercial and Industrial Development to Fund the Construction or Reconstruction of School Facilities.

- 8.7 Discussion of TOSA on Special Assignment for Distance Learning
. The Board suggests offering a solid dollar amount/offer a stipend. The Board requests that a survey regarding stipend be provided to all the teachers. The Board ask that the TOSA on Special Assignment be tabled for the Board meeting in November.

- 8.8 Discussion of the purchase of 65 new individual desks for 6 feet distancing
On the motion of James McNulty seconded by Lane Anderson the Board motions to approve the purchase of 65 individual desks.

- 8.9 Discuss and Approve Interdistrict Transfer OUT
On the motion of James McNulty, seconded by Bradley Ward the motions to approve the Interdistrict Transfer out.

- 8.10 Discuss and Approve Board Meeting Schedule for December
On the motion of James McNulty seconded the Lane Anderson the Board motions to approve the Tuesday December 15th Board Meeting.

9. Organizational Business

- 9.1 Consideration of Agenda Items the Board Wishes to Discuss in Future Meetings
None

10. Closed Session

- 10.1 Conference with Labor Negotiator Agency Designated Representative:
Superintendent/Principal Employee Organization: S.E.T.A

11. Adjournment

On the motion of James McNulty seconded by Bradley Ward the Board motions to move into closed session.

Attendance Summary By Grade

Sequoia Union Charter School
08/31/2020 to 09/25/2020 = 19 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
0	43	0	0	0	43	817	0	0	1.00	816.00	42.95	99.88%
Subtotal	43	0	0	0	43	817	0	0	1.00	816.00	42.95	99.88%
1	28	0	0	1	27	532	0	10	0.00	522.00	27.47	100.00%
2	34	0	0	1	33	646	0	7	0.00	639.00	33.63	100.00%
3	46	0	0	1	45	874	0	7	0.00	867.00	45.63	100.00%
Subtotal	108	0	0	3	105	2052	0	24	0.00	2028.00	106.73	100.00%
4	33	0	0	0	33	627	0	0	13.00	614.00	32.32	97.93%
5	37	0	0	1	36	703	0	7	0.00	696.00	36.63	100.00%
6	48	0	0	0	48	912	0	0	1.50	910.50	47.92	99.84%
Subtotal	118	0	0	1	117	2242	0	7	14.50	2220.50	116.87	99.35%
7	39	0	0	0	39	741	0	0	13.00	709.00	37.32	95.68%
Subtotal	39	0	0	0	39	741	0	0	13.00	709.00	37.32	95.68%
Grand Total	308	0	0	4	304	5852	0	31	28.50	5773.50	303.87	99.18%

To the best of my knowledge,
the above attendance information is correct.

Signed _____

Date _____

Report Calculations

((Carry Fwd + Gain - Mult. Gain) X School Days) = Actual Days

Actual Days - (Off Track + Days N/E + Days Absent) = Days Attd

[Days Attd / (Actual Days - Off Track - Days N/E)] X 100 =
ADA%

[Note: Multiple gains are for students that entered more than one time during the report time span.]

Attendance Summary By Grade

Sequoia Union Elementary School
08/31/2020 to 09/25/2020 = 19 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
8	23	0	0	0	23	437	0	0	14.00	423.00	22.26	96.80%
Subtotal	23	0	0	0	23	437	0	0	14.00	423.00	22.26	96.80%
Grand Total	23	0	0	0	23	437	0	0	14.00	423.00	22.26	96.80%

To the best of my knowledge,
the above attendance information is correct.

Signed _____

Date _____

Report Calculations

$((\text{Carry Fwd} + \text{Gain} - \text{Mult. Gain}) \times \text{School Days}) = \text{Actual Days}$

$\text{Actual Days} - (\text{Off Track} + \text{Days N/E} + \text{Days Absent}) = \text{Days Attd}$

$[\text{Days Attd} / (\text{Actual Days} - \text{Off Track} - \text{Days N/E})] \times 100 = \text{ADA\%}$

[Note: Multiple gains are for students that entered more than one time during the report time span.]

Attendance Summary By Grade

Sequoia Union Charter School
09/28/2020 to 10/23/2020 = 15 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Att'd	ADA	ADA %
0	43	0	0	0	43	645	0	0	0.00	645.00	43.00	100.00%
Subtotal	43	0	0	0	43	645	0	0	0.00	645.00	43.00	100.00%
1	26	2	0	0	28	420	0	0	0.00	420.00	28.00	100.00%
2	33	1	0	0	34	510	0	0	0.00	510.00	34.00	100.00%
3	45	0	0	0	45	675	0	0	0.00	675.00	45.00	100.00%
Subtotal	104	3	0	0	107	1605	0	0	0.00	1605.00	107.00	100.00%
4	33	0	0	0	33	495	0	0	7.00	488.00	32.53	98.59%
5	36	0	0	1	35	540	0	6	0.00	534.00	35.60	100.00%
6	48	0	0	1	47	720	0	5	1.50	713.50	47.57	99.79%
Subtotal	117	0	0	2	115	1755	0	11	8.50	1735.50	115.70	99.51%
7	39	0	0	0	39	585	0	0	7.50	562.50	37.50	96.15%
Subtotal	39	0	0	0	39	585	0	0	7.50	562.50	37.50	96.15%
Grand Total	303	3	0	2	304	4590	0	11	16.00	4548.00	303.20	99.32%

To the best of my knowledge,
the above attendance information is correct.

Signed _____

Date _____

Report Calculations

((Carry Fwd + Gain - Mult. Gain) X School Days) = Actual Days

Actual Days - (Off Track + Days N/E + Days Absent) = Days Att'd

[Days Att'd / (Actual Days - Off Track - Days N/E)] X 100 =
ADA%

[Note: Multiple gains are for students that entered more than one time during the report time span.]

Attendance Summary By Grade

Sequoia Union Elementary School
09/28/2020 to 10/23/2020 = 15 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
8	23	0	0	0	23	345	0	0	7.00	338.00	22.53	97.97%
Subtotal	23	0	0	0	23	345	0	0	7.00	338.00	22.53	97.97%
Grand Total	23	0	0	0	23	345	0	0	7.00	338.00	22.53	97.97%

To the best of my knowledge,
the above attendance information is correct.

Signed _____

Date _____

Report Calculations

$((\text{Carry Fwd} + \text{Gain} - \text{Mult. Gain}) \times \text{School Days}) = \text{Actual Days}$

$\text{Actual Days} - (\text{Off Track} + \text{Days N/E} + \text{Days Absent}) = \text{Days Attd}$

$[\text{Days Attd} / (\text{Actual Days} - \text{Off Track} - \text{Days N/E})] \times 100 = \text{ADA\%}$

[Note: Multiple gains are for students that entered more than one time during the report time span.]

BUDGET REPORT

BDG113

11/6/2020

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FY: 2021

3:45:40PM

FROM: 7/1/2020 TO 10/30/2021

FUND: 130 - Cafeteria Special Revenue Fund

							UNENCUMBERED							
FD	RE	PY	GO	FN	OB	SI		Working	Current	Year To Date	%	Encumbered	Balance	%
Child Nutrition Programs														
130-53100-0-00000-00000-82200-0								86,595.00	0.00	0.00	0.00	0.00	86,595.00	100.00
TOTAL: 82200								86,595.00	0.00	0.00	0.00	0.00	86,595.00	100.00
Child Nutrition														
130-53100-0-00000-00000-85200-0								6,453.00	0.00	0.00	0.00	0.00	6,453.00	100.00
TOTAL: 85200								6,453.00	0.00	0.00	0.00	0.00	6,453.00	100.00
Food Service Sales														
130-53100-0-00000-00000-86340-0								35,000.00	0.00	0.00	0.00	0.00	35,000.00	100.00
TOTAL: 86340								35,000.00	0.00	0.00	0.00	0.00	35,000.00	100.00
Interest														
130-00000-0-00000-00000-86600-0								0.00	0.00	0.00	0.00	0.00	0.00	0.00
130-53100-0-00000-00000-86600-0								100.00	42.88	42.88	42.90	0.00	57.12	57.12
TOTAL: 86600								100.00	42.88	42.88	42.88	0.00	57.12	57.12
Net Increase (Decrease) in the Fair Value of Investments														
130-53100-0-00000-00000-86620-0								0.00	(23.10)	(23.10)	0.00	0.00	23.10	0.00
TOTAL: 86620								0.00	(23.10)	(23.10)	0.00	0.00	23.10	0.00
To Cafeteria Fund, From General Fund														
130-00000-0-00000-00000-89160-0								0.00	0.00	0.00	0.00	0.00	0.00	0.00
130-53100-0-00000-00000-89160-0								23,238.00	0.00	0.00	0.00	0.00	23,238.00	100.00
TOTAL: 89160								23,238.00	0.00	0.00	0.00	0.00	23,238.00	100.00
TOTAL: 80000								151,386.00	19.78	19.78	0.01	0.00	151,366.22	99.99
TOTAL INCOME:								151,386.00	19.78	19.78	0.01	0.00	151,366.22	99.99
Classified Support Salaries														
130-53100-0-00000-37000-22000-0								75,947.00	23,961.45	23,961.45	31.60	0.00	51,985.55	68.45
TOTAL: 22000								75,947.00	23,961.45	23,961.45	31.55	0.00	51,985.55	68.45
TOTAL: 20000								75,947.00	23,961.45	23,961.45	31.55	0.00	51,985.55	68.45
Public Employees` Retirement System, classified positions														
130-53100-0-00000-37000-32020-0								15,721.00	4,960.03	4,960.03	31.60	0.00	10,760.97	68.45
TOTAL: 32020								15,721.00	4,960.03	4,960.03	31.55	0.00	10,760.97	68.45

OASDI, classified positions

BUDGET REPORT

BDG113

11/6/2020

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FY: 2021

3:45:40PM

FROM: 7/1/2020 TO 10/30/2021

FUND: 130 - Cafeteria Special Revenue Fund

							UNENCUMBERED						
FD	RE	PY	GO	FN	OB	SI	Working	Current	Year To Date	%	Encumbered	Balance	%
130-53100-0-00000-37000-33022-0							4,710.00	1,485.60	1,485.60	31.50	0.00	3,224.40	68.46
TOTAL: 33022							4,710.00	1,485.60	1,485.60	31.54	0.00	3,224.40	68.46
Medicare, classified positions													
130-53100-0-00000-37000-33023-0							1,102.00	347.44	347.44	31.50	0.00	754.56	68.47
TOTAL: 33023							1,102.00	347.44	347.44	31.53	0.00	754.56	68.47
Health & Welfare Benefits, classified positions													
130-53100-0-00000-37000-34020-0							14,250.00	3,420.00	3,420.00	24.00	0.00	10,830.00	76.00
TOTAL: 34020							14,250.00	3,420.00	3,420.00	24.00	0.00	10,830.00	76.00
State Unemployment Insurance, classified positions													
130-53100-0-00000-37000-35020-0							39.00	12.02	12.02	30.80	0.00	26.98	69.18
TOTAL: 35020							39.00	12.02	12.02	30.82	0.00	26.98	69.18
Worker`s Compensation Insurance, classified positions													
130-53100-0-00000-37000-36020-0							941.00	364.39	364.39	38.70	0.00	576.61	61.28
TOTAL: 36020							941.00	364.39	364.39	38.72	0.00	576.61	61.28
TOTAL: 30000							36,763.00	10,589.48	10,589.48	28.80	0.00	26,173.52	71.20
Materials and Supplies													
130-53100-0-00000-37000-43000-0							5,500.00	0.00	0.00	0.00	0.00	5,500.00	100.00
TOTAL: 43000							5,500.00	0.00	0.00	0.00	0.00	5,500.00	100.00
Non-Capitalized Equipment													
130-53100-0-00000-37000-44000-0							0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL: 44000							0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food													
130-53100-0-00000-37000-47000-0							33,000.00	3,542.73	3,542.73	10.70	0.00	29,457.27	89.26
TOTAL: 47000							33,000.00	3,542.73	3,542.73	10.74	0.00	29,457.27	89.26
TOTAL: 40000							38,500.00	3,542.73	3,542.73	9.20	0.00	34,957.27	90.80
Travel and Conferences													
130-53100-0-00000-37000-52000-0							100.00	0.00	0.00	0.00	0.00	100.00	100.00
TOTAL: 52000							100.00	0.00	0.00	0.00	0.00	100.00	100.00
TOTAL: 50000							100.00	0.00	0.00	0.00	0.00	100.00	100.00
TOTAL EXPENSES:							151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82

BUDGET REPORT

BDG113

11/6/2020

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FY: 2021

3:45:40PM

FROM: 7/1/2020 TO 10/30/2021

FUND: 130 - Cafeteria Special Revenue Fund

											UNENCUMBERED			
FD	RE	PY	GO	FN	OB	SI		Working	Current	Year To Date	%	Encumbered	Balance	%

SUMMARY FOR 130 - CAFETERIA SPECIAL REVENUE FUND

		Current	Year To Date	%	Encumbered	Balance	%
TOTAL: INCOME	151,386.00	19.78	19.78	0.01	0.00	151,366.22	99.99
TOTAL: 1000-5000	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82
TOTAL: 1000-6000	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82
TOTAL: EXPENSES	151,310.00	38,093.66	38,093.66	25.18	0.00	113,216.34	74.82

Tulare County Office of Education
Detailed Check Register
Date Paid: 10/9/2020 12:00:00AM

10/9/2020
8:49:42AM

Check No	Vendor No	Vendor Name	PO #	Reference	Invoice	Invoice No	Account Code	Amount	Audit	
				Number	Date				Flag	1099
61980977	013123	BANK OF THE SIERRA		PV-210422	10 / 8 / 20	47985410040590032	010-00000-0-11100-10000-58000-0	\$1.64	M	00
				PV-210422	10 / 8 / 20	47985410040590032	010-00000-0-00000-71500-58000-0	\$2.70	M	00
				PV-210422	10 / 8 / 20	47985410040590032	011-00000-0-00000-71500-58000-0	\$21.89	M	00
				PV-210422	10 / 8 / 20	47985410040590032	011-00000-0-11100-10000-58000-0	\$13.31	M	00
								61980977	Check Total:	\$39.54
61980978	014124	BSE Rents		PV-210410	10 / 6 / 20	230722	010-00000-0-00000-82000-55000-0	\$19.67		00
				PV-210410	10 / 6 / 20	230722	011-00000-0-00000-82000-55000-0	\$159.12		00
								61980978	Check Total:	\$178.79
61980979	012779	CDE		PV-210398	10 / 6 / 20	21 SF-36143	130-53100-0-00000-37000-47000-0	\$133.95		00
				PV-210399	10 / 6 / 20	20 SF-34253	130-53100-0-00000-37000-47000-0	\$139.65		00
				PV-210400	10 / 6 / 20	20 SF-34972	130-53100-0-00000-37000-47000-0	\$213.75		00
				PV-210401	10 / 6 / 20	20 SF -35780	130-53100-0-00000-37000-47000-0	\$148.20		00
								61980979	Check Total:	\$635.55
61980980	011909	CULLIGAN WATER CONDITIONING		210026	PV-210406	10 / 6 / 20	16774 09.30.20	011-00000-0-00000-82000-55000-0	\$252.76	00
				210026	PV-210407	10 / 6 / 20	16774 09.30.20	010-00000-0-00000-82000-55000-0	\$31.24	00
								61980980	Check Total:	\$284.00
61980981	013472	Curriculum Associates LLC		210030	PV-210402	10 / 6 / 20	90682431	011-32100-0-11100-10000-58000-0	\$4,005.00	L 00
				210030	PV-210403	10 / 6 / 20	90682431	010-63000-0-11100-10000-58000-0	\$495.00	00
								61980981	Check Total:	\$4,500.00
61980982	014122	EAI Education		210051	PV-210408	10 / 6 / 20	INV1040658	011-31820-0-11100-10000-43000-0	\$1,232.49	00
				210051	PV-210409	10 / 6 / 20	INV1040658	010-31820-0-11100-10000-43000-0	\$152.33	00
								61980982	Check Total:	\$1,384.82
61980983	012704	FRUIT GROWERS SUPPLY CO		210045	PV-210394	10 / 6 / 20	92178559	011-00000-0-00000-82000-55000-0	\$18.21	00
				210045	PV-210395	10 / 6 / 20	92178559	010-00000-0-00000-82000-55000-0	\$2.25	00
								61980983	Check Total:	\$20.46
61980984	014136	Gladys Ramirez								

Tulare County Office of Education
Detailed Check Register
Date Paid: 10/9/2020 12:00:00AM

10/9/2020
8:49:42AM

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
				PV-210397	10 / 6 / 20	10/05/2020	011-00000-0-00000-27000-43000-0	\$8.50		00
							61980984	Check Total:	\$8.50	
61980985	012161	LAWRENCE TRACTOR								
			210085	PV-210404	10 / 6 / 20	441586	011-32200-0-00000-81100-43000-0	\$409.12		00
			210085	PV-210405	10 / 6 / 20	441586	010-32200-0-00000-81100-43000-0	\$50.56		00
							61980985	Check Total:	\$459.68	
61980986	014112	NAPA Auto & Truck Parts								
			210086	PV-210416	10 / 6 / 20	743468	011-00000-0-00000-82000-43000-0	\$27.08		00
			210086	PV-210417	10 / 6 / 20	743468	010-00000-0-00000-82000-43000-0	\$3.35		00
			210086	PV-210418	10 / 6 / 20	741664	011-00000-0-00000-82000-43000-0	\$10.50		00
			210086	PV-210419	10 / 6 / 20	741664	010-00000-0-00000-82000-43000-0	\$1.30		00
							61980986	Check Total:	\$42.23	
61980987	013987	Studies Weekly, Inc.								
			210078	PV-210396	10 / 6 / 20	361024	011-00000-0-11100-10000-43000-0	\$74.99		00
							61980987	Check Total:	\$74.99	
61980988	013971	SWRCB Accounting Office								
				PV-210423	10 / 8 / 20	EW-1027514	010-00000-0-00000-82000-55000-0	\$20.35		00
				PV-210423	10 / 8 / 20	EW-1027514	011-00000-0-00000-82000-55000-0	\$164.65		00
							61980988	Check Total:	\$185.00	
61980989	014085	Thomas Ridenour								
			210017	PV-210420	10 / 7 / 20	497	011-00000-0-00000-81100-58000-0	\$89.00		00
			210017	PV-210421	10 / 7 / 20	497	010-00000-0-00000-81100-58000-0	\$11.00		00
							61980989	Check Total:	\$100.00	
61980990	013570	Tulare Co. Office Of Education								
			210087	PV-210412	10 / 6 / 20	202273	011-00000-0-00000-81100-58000-0	\$7,609.50	L	00
			210087	PV-210413	10 / 6 / 20	202273	010-00000-0-00000-81100-58000-0	\$940.50	N	00
			210087	PV-210414	10 / 6 / 20	202298	011-00000-0-00000-81100-58000-0	\$2,790.15		00
			210087	PV-210415	10 / 6 / 20	202298	010-00000-0-00000-81100-58000-0	\$344.85		00
							61980990	Check Total:	\$11,685.00	

42 Sequoia Union Elementary School
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 10/9/2020 12:00:00AM

10/9/2020
8:49:42AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
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District Total: \$19,598.56

Fund Totals:

Fund	Fund Title	Amount
0110	General Fund - Charter School #1	\$16,886.27
0100	General Fund	\$2,076.74
1300	Cafeteria Special Revenue Fund	\$635.55
Grand Total:		\$19,598.56

Accounts Payable Final PreList - 10/20/2020 10:23:10AM

*** FINAL ***

Batch No 199

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
012047	EMPLOYMENT DEVELOPMENT DEPT	PV-210452	10/19/2020		94238342 20-3		010-00000-0-00000-00000-95025-0	\$183.68		
Total Check Amount:								\$183.68		

Accounts Payable Final PreList - 10/20/2020 10:23:10AM

*** FINAL ***

Batch No 199

Vendor No	Vendor Name	Reference	Invoice	PO #	Invoice No	Separate	Account Code	Audit		
		Number	Date			Check		Amount	Flag	EFT

Total District Payment Amount: \$183.68

Accounts Payable Final PreList - 10/20/2020 10:23:10AM

*** FINAL ***

Batch No 199

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Batch No 199								Total Accounts Payable:		\$183.68

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 183.68 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary	Total
010	\$183.68
Total	\$183.68

Accounts Payable Final PreList - 10/22/2020 12:53:08PM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013192	AT&T	PV-210424	10/14/2020	210036	0207858057001		011-00000-0-00000-82000-55000-0	\$57.05		
	AT&T	PV-210425	10/14/2020	210036	0207858057001		010-00000-0-00000-82000-55000-0	\$7.05		
Total Check Amount:								\$64.10		
013206	AT&T WIRELESS	PV-210442	10/19/2020	210041	287259272862		011-00000-0-00000-82000-55000-0	\$332.60		
	AT&T WIRELESS	PV-210443	10/19/2020	210041	287259272862		010-00000-0-00000-82000-55000-0	\$41.11		
Total Check Amount:								\$373.71		
014020	Frontier	PV-210426	10/14/2020	210035	209-148-1822-0928885		011-00000-0-00000-82000-55000-0	\$155.91		
	Frontier	PV-210427	10/14/2020	210035	20914818220928885		010-00000-0-00000-82000-55000-0	\$19.27		
	Frontier	PV-210428	10/14/2020	210035	20914818230329935		011-00000-0-00000-82000-55000-0	\$64.79		
	Frontier	PV-210429	10/14/2020	210035	20914818230329935		010-00000-0-00000-82000-55000-0	\$8.00	H	
	Frontier	PV-210430	10/14/2020	210035	20914818250329935		011-00000-0-00000-82000-55000-0	\$64.79		
	Frontier	PV-210431	10/14/2020	210035	20914818250329935		010-00000-0-00000-82000-55000-0	\$8.00		
Total Check Amount:								\$320.76		
012704	FRUIT GROWERS SUPPLY CO	PV-210450	10/19/2020	210045	92180159		011-00000-0-00000-82000-55000-0	\$33.47		
	FRUIT GROWERS SUPPLY CO	PV-210451	10/19/2020	210045	92180159		010-00000-0-00000-82000-55000-0	\$4.14		
Total Check Amount:								\$37.61		
014036	Infinity Communications	PV-210433	10/14/2020		11407		011-00000-0-00000-71500-58000-0	\$1,056.88		
	Infinity Communications		10/14/2020		11407		010-00000-0-00000-71500-58000-0	\$130.62		
Total Check Amount:								\$1,187.50		
013747	Mission Uniform Service	PV-210453	10/22/2020	210025	513404781		011-00000-0-00000-82000-55000-0	\$1,062.38		
	Mission Uniform Service	PV-210454	10/22/2020	210025	513404782		010-00000-0-00000-82000-55000-0	\$131.31	H	
	Mission Uniform Service	PV-210456	10/22/2020	210025	513511508		011-00000-0-00000-82000-55000-0	\$590.65		
	Mission Uniform Service	PV-210457	10/22/2020	210025	513511508		010-00000-0-00000-82000-55000-0	\$73.00		
Total Check Amount:								\$1,857.34		
013171	OFFICE DEPOT	PV-210448	10/19/2020	210083	128713452001		011-00000-0-00000-27000-43000-0	\$191.40		
	OFFICE DEPOT	PV-210449	10/19/2020	210083	128713452001		010-00000-0-00000-27000-43000-0	\$23.66		
Total Check Amount:								\$215.06		
012151	PRODUCERS	PV-210455	10/22/2020		57225641		130-53100-0-00000-37000-47000-0	\$83.38		

Accounts Payable Final PreList - 10/22/2020 12:53:08PM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Total Check Amount:								\$83.38		
005383	SOUTHERN CALIF EDISON CO	PV-210444	10/19/2020		2017293168		011-00000-0-00000-82000-55000-0	\$4,573.65		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293168		010-00000-0-00000-82000-55000-0	\$565.28		
	SOUTHERN CALIF EDISON CO	PV-210445	10/19/2020		2017293697		011-00000-0-00000-82000-55000-0	\$1,292.50		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293697		010-00000-0-00000-82000-55000-0	\$159.75		
	SOUTHERN CALIF EDISON CO	PV-210446	10/19/2020		2017293440		011-00000-0-00000-82000-55000-0	\$94.96		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293440		010-00000-0-00000-82000-55000-0	\$11.74		
	SOUTHERN CALIF EDISON CO	PV-210447	10/19/2020		2017293267		011-00000-0-00000-82000-55000-0	\$157.97		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293267		010-00000-0-00000-82000-55000-0	\$19.52		
Total Check Amount:								\$6,875.37		
013948	Staples Advantage, Dept. LA	PV-210440	10/19/2020	210042	8059879654		011-00000-0-11100-10000-43000-0	\$5.27		
	Staples Advantage, Dept. LA	PV-210441	10/19/2020	210042	8059879654		010-00000-0-11100-10000-43000-0	\$0.65		
Total Check Amount:								\$5.92		
013705	The Foothills Sun Gazette	PV-210439	10/19/2020		60117		011-00000-0-00000-71500-58000-0	\$318.18		
	The Foothills Sun Gazette		10/19/2020		60117		010-00000-0-00000-71500-58000-0	\$39.32		
Total Check Amount:								\$357.50		
011944	TULARE COUNTY HEALTH SERVICES	PV-210432	10/14/2020		IN0188948		011-00000-0-00000-71500-58000-0	\$222.50		
	TULARE COUNTY HEALTH SERVICES		10/14/2020		IN0188948		010-00000-0-00000-71500-58000-0	\$27.50		
Total Check Amount:								\$250.00		
013416	VISALIA UNIFIED	PV-210434	10/14/2020		670		011-07230-0-00000-36000-51000-0	\$5,735.34		
	VISALIA UNIFIED		10/14/2020		670		010-07230-0-00000-36000-51000-0	\$708.86		
Total Check Amount:								\$6,444.20		
006424	WOODLAKE HARDWARE CO	PV-210435	10/19/2020	210019	A116968		011-00000-0-00000-81100-43000-0	\$7.73		
	WOODLAKE HARDWARE CO	PV-210436	10/19/2020	210019	A116968		010-00000-0-00000-81100-43000-0	\$0.96		
	WOODLAKE HARDWARE CO	PV-210437	10/19/2020	210019	A117421		011-00000-0-00000-81100-43000-0	\$28.83		
	WOODLAKE HARDWARE CO	PV-210438	10/19/2020	210019	A117421		010-00000-0-00000-81100-43000-0	\$3.56		
Total Check Amount:								\$41.08		

Accounts Payable Final PreList - 10/22/2020 12:53:08PM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference	Invoice	PO #	Invoice No	Separate	Account Code	Audit		
		Number	Date			Check		Amount	Flag	EFT

Total District Payment Amount: \$18,113.53

Accounts Payable Final PreList - 10/22/2020 12:53:08PM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Batch No 200

Total Accounts Payable:

\$18,113.53

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 18,113.53 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

 Authorizing Signature

 Date

Fund Summary	Total
010	\$1,983.30
011	\$16,046.85
130	\$83.38
Total	\$18,113.53

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013553	AAA Quality Services	PV-210472	10/29/2020	210076	00304351		011-32200-0-00000-81100-56000-0	\$202.60		
	AAA Quality Services	PV-210473	10/29/2020	210076	00304351		010-32200-0-00000-81100-56000-0	\$25.04		
Total Check Amount:								\$227.64		
013192	AT&T	PV-210424	10/14/2020	210036	0207858057001		011-00000-0-00000-82000-55000-0	\$57.05		
	AT&T	PV-210425	10/14/2020	210036	0207858057001		010-00000-0-00000-82000-55000-0	\$7.05		
Total Check Amount:								\$64.10		
014083	AT&T Circuit Account	PV-210460	10/29/2020	210023	436 951 8726 372 4		011-00000-0-00000-82000-55000-0	\$1,306.49		
	AT&T Circuit Account	PV-210461	10/29/2020	210023	436 951 8726 372 4		010-00000-0-00000-82000-55000-0	\$161.48		
Total Check Amount:								\$1,467.97		
013206	AT&T WIRELESS	PV-210442	10/19/2020	210041	287259272862		011-00000-0-00000-82000-55000-0	\$332.60		
	AT&T WIRELESS	PV-210443	10/19/2020	210041	287259272862		010-00000-0-00000-82000-55000-0	\$41.11		
Total Check Amount:								\$373.71		
012779	CDE	PV-210476	10/29/2020		21 SF-36478		130-53100-0-00000-37000-47000-0	\$74.10		
Total Check Amount:								\$74.10		
014020	Frontier	PV-210426	10/14/2020	210035	209-148-1822-0928885		011-00000-0-00000-82000-55000-0	\$155.91		
	Frontier	PV-210427	10/14/2020	210035	20914818220928885		010-00000-0-00000-82000-55000-0	\$19.27		
	Frontier	PV-210428	10/14/2020	210035	20914818230329935		011-00000-0-00000-82000-55000-0	\$64.79		
	Frontier	PV-210429	10/14/2020	210035	20914818230329935		010-00000-0-00000-82000-55000-0	\$8.00	H	
	Frontier	PV-210430	10/14/2020	210035	20914818250329935		011-00000-0-00000-82000-55000-0	\$64.79		
	Frontier	PV-210431	10/14/2020	210035	20914818250329935		010-00000-0-00000-82000-55000-0	\$8.00		
	Frontier	PV-210462	10/29/2020	210035	20914807100123985		011-00000-0-00000-82000-55000-0	\$100.37		
	Frontier	PV-210463	10/29/2020	210035	20914807100123985		010-00000-0-00000-82000-55000-0	\$12.41		
Total Check Amount:								\$433.54		
012704	FRUIT GROWERS SUPPLY CO	PV-210450	10/19/2020	210045	92180159		011-00000-0-00000-82000-55000-0	\$33.47		
	FRUIT GROWERS SUPPLY CO	PV-210451	10/19/2020	210045	92180159		010-00000-0-00000-82000-55000-0	\$4.14		
Total Check Amount:								\$37.61		
014036	Infinity Communications	PV-210433	10/14/2020		11407		011-00000-0-00000-71500-58000-0	\$1,056.88		
	Infinity Communications		10/14/2020		11407		010-00000-0-00000-71500-58000-0	\$130.62		

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Total Check Amount:								\$1,187.50		
014006	Junior Library Guild	PV-210475	10/29/2020		519787		011-07200-0-11100-10000-43000-0	\$15.33		
	Junior Library Guild		10/29/2020		519787		010-07200-0-11100-10000-43000-0	\$1.89		
Total Check Amount:								\$17.22		
013774	Lozano-Smith	PV-210477	10/29/2020		2119454		011-00000-0-00000-71500-58000-0	\$680.78		
	Lozano-Smith		10/29/2020		2119454		010-00000-0-00000-71500-58000-0	\$84.14	H	
	Lozano-Smith	PV-210478	10/29/2020		2119455		010-00000-0-00000-71500-58000-0	\$834.51		
	Lozano-Smith		10/29/2020		2119455		010-00000-0-00000-71500-58000-0	\$103.16		
	Lozano-Smith	PV-210479	10/29/2020		2119456		011-00000-0-00000-71500-58000-0	\$636.87		
	Lozano-Smith		10/29/2020		2119456		010-00000-0-00000-71500-58000-0	\$78.71		
	Lozano-Smith	PV-210480	10/29/2020		2119457		011-00000-0-00000-71500-58000-0	\$834.50		
	Lozano-Smith		10/29/2020		2119457		010-00000-0-00000-71500-58000-0	\$103.14		
Total Check Amount:								\$3,355.81		
012998	MAJOR SYSCO	PV-210468	10/29/2020		284570504		130-53100-0-00000-37000-47000-0	\$511.59		
Total Check Amount:								\$511.59		
013747	Mission Uniform Service	PV-210453	10/22/2020	210025	513404781		011-00000-0-00000-82000-55000-0	\$1,062.38		
	Mission Uniform Service	PV-210454	10/22/2020	210025	513404782		010-00000-0-00000-82000-55000-0	\$131.31	H	
	Mission Uniform Service	PV-210456	10/22/2020	210025	513511508		011-00000-0-00000-82000-55000-0	\$590.65		
	Mission Uniform Service	PV-210457	10/22/2020	210025	513511508		010-00000-0-00000-82000-55000-0	\$73.00		
Total Check Amount:								\$1,857.34		
013171	OFFICE DEPOT	PV-210448	10/19/2020	210083	128713452001		011-00000-0-00000-27000-43000-0	\$191.40		
	OFFICE DEPOT	PV-210449	10/19/2020	210083	128713452001		010-00000-0-00000-27000-43000-0	\$23.66		
Total Check Amount:								\$215.06		
012151	PRODUCERS	PV-210455	10/22/2020		57225641		130-53100-0-00000-37000-47000-0	\$83.38		
	PRODUCERS	PV-210469	10/29/2020		57209633		130-53100-0-00000-37000-47000-0	\$104.22		23
	PRODUCERS	PV-210470	10/29/2020		57225641		130-53100-0-00000-37000-47000-0	\$83.38		23
	PRODUCERS	PV-210471	10/29/2020		57234003		130-53100-0-00000-37000-47000-0	\$252.34		23
Total Check Amount:								\$523.32		

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
005383	SOUTHERN CALIF EDISON CO	PV-210444	10/19/2020		2017293168		011-00000-0-00000-82000-55000-0	\$4,573.65		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293168		010-00000-0-00000-82000-55000-0	\$565.28		
	SOUTHERN CALIF EDISON CO	PV-210445	10/19/2020		2017293697		011-00000-0-00000-82000-55000-0	\$1,292.50		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293697		010-00000-0-00000-82000-55000-0	\$159.75		
	SOUTHERN CALIF EDISON CO	PV-210446	10/19/2020		2017293440		011-00000-0-00000-82000-55000-0	\$94.96		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293440		010-00000-0-00000-82000-55000-0	\$11.74		
	SOUTHERN CALIF EDISON CO	PV-210447	10/19/2020		2017293267		011-00000-0-00000-82000-55000-0	\$157.97		
	SOUTHERN CALIF EDISON CO		10/19/2020		2017293267		010-00000-0-00000-82000-55000-0	\$19.52		
Total Check Amount:								\$6,875.37		
013948	Staples Advantage, Dept. LA	PV-210440	10/19/2020	210042	8059879654		011-00000-0-11100-10000-43000-0	\$5.27		
	Staples Advantage, Dept. LA	PV-210441	10/19/2020	210042	8059879654		010-00000-0-11100-10000-43000-0	\$0.65		
	Staples Advantage, Dept. LA	PV-210458	10/29/2020	210042	8059960060		011-00000-0-11100-10000-43000-0	\$382.36	H	
	Staples Advantage, Dept. LA	PV-210459	10/29/2020	210042	8059960060		010-00000-0-11100-10000-43000-0	\$47.26		
Total Check Amount:								\$435.54		
013705	The Foothills Sun Gazette	PV-210439	10/19/2020		60117		011-00000-0-00000-71500-58000-0	\$318.18		
	The Foothills Sun Gazette		10/19/2020		60117		010-00000-0-00000-71500-58000-0	\$39.32		
Total Check Amount:								\$357.50		
011944	TULARE COUNTY HEALTH SERVICES	PV-210432	10/14/2020		IN0188948		011-00000-0-00000-71500-58000-0	\$222.50		
	TULARE COUNTY HEALTH SERVICES		10/14/2020		IN0188948		010-00000-0-00000-71500-58000-0	\$27.50		
Total Check Amount:								\$250.00		
013416	VISALIA UNIFIED	PV-210434	10/14/2020		670		011-07230-0-00000-36000-51000-0	\$5,735.34		
	VISALIA UNIFIED		10/14/2020		670		010-07230-0-00000-36000-51000-0	\$708.86		
Total Check Amount:								\$6,444.20		
013403	Waste Management	PV-210464	10/29/2020	210022	4456698-0165-3		011-00000-0-00000-82000-55000-0	\$571.75		
	Waste Management	PV-210465	10/29/2020	210022	4456698-0165-3		010-00000-0-00000-82000-55000-0	\$70.67		
	Waste Management	PV-210466	10/29/2020	210022	4457731-0165-1		011-00000-0-00000-82000-55000-0	\$74.95		
	Waste Management	PV-210467	10/29/2020	210022	4457731-0165-1		010-00000-0-00000-82000-55000-0	\$9.26		
Total Check Amount:								\$726.63		

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Audit

Vendor No	Vendor Name	Reference	Invoice		Separate			Amount	Audit	
		Number	Date	PO #	Invoice No	Check	Account Code		Flag	EFT
006424	WOODLAKE HARDWARE CO	PV-210435	10/19/2020	210019	A116968		011-00000-0-00000-81100-43000-0	\$7.73		
	WOODLAKE HARDWARE CO	PV-210436	10/19/2020	210019	A116968		010-00000-0-00000-81100-43000-0	\$0.96		
	WOODLAKE HARDWARE CO	PV-210437	10/19/2020	210019	A117421		011-00000-0-00000-81100-43000-0	\$28.83		
	WOODLAKE HARDWARE CO	PV-210438	10/19/2020	210019	A117421		010-00000-0-00000-81100-43000-0	\$3.56		
Total Check Amount:								\$41.08		

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference	Invoice	PO #	Invoice No	Separate	Account Code	Amount	Audit		
		Number	Date			Check			Flag	EFT	

Total District Payment Amount: \$25,476.83

Accounts Payable Final PreList - 10/29/2020 11:08:58AM

*** FINAL ***

Batch No 200

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Batch No 200								Total Accounts Payable:	\$25,476.83	

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 25,476.83 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary	Total
010	\$3,514.97
011	\$20,852.85
130	\$1,109.01
Total	\$25,476.83

Tulare County Office of Education Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 10/05/2020

Instructions

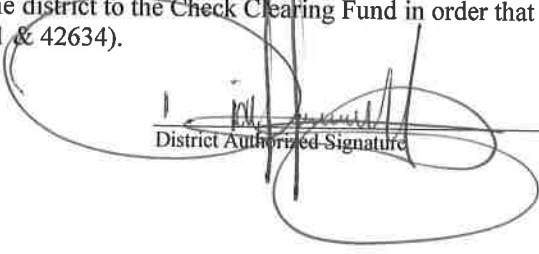
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	☐ Yes	☒ Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed _____	No. Enclosed _____
Form PS02 Voluntary Deductions	No. Enclosed _____	No. Enclosed _____
Form PS03 Employee Distribution Additions	No. Enclosed _____	No. Enclosed <u>1</u>
Form W-4 Withholding	No. Enclosed _____	No. Enclosed _____
Automatic Payroll Deposit Form Authorization	No. Enclosed _____	No. Enclosed _____
PERS Action Form		No. Enclosed _____
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ 2,521.61	Total Amount \$ 4,534.53

The Sequoia Union Elementary School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).


District Authorized Signatory

10/05/20
Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE _____/_____/_____

Received & Processed By _____

Tulare County Office of Education
Order to Pay/Payroll Transmittal
 Form PS04P - Payroll

Month/Day/Year: 10/19/2020

Instructions

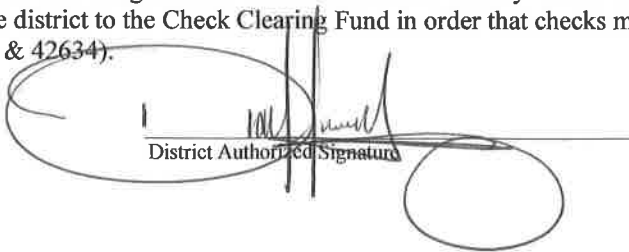
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	☐ Yes	☒ Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed _____	No. Enclosed <u>1</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>1</u>	No. Enclosed _____
Form PS03 Employee Distribution Additions	No. Enclosed _____	No. Enclosed <u>1</u>
Form W-4 Withholding	No. Enclosed _____	No. Enclosed _____
Automatic Payroll Deposit Form Authorization	No. Enclosed _____	No. Enclosed _____
PERS Action Form	_____	No. Enclosed _____
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ 105,749.48	Total Amount \$ 42,807.18

The Sequoia Union Elementary School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).


 District Authorized Signatory

10, 19, 20
 Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE _____ / _____ / _____

Received & Processed By _____



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 6.7: Budget Report is the Complete Business Report PowerPoint Presentation



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.1: [D42 Budget Revision Report 03062020](#)

This was a budget revision that was supposed to be submitted to the Board at the March, 2020 Board Meeting and was never done. The Action is for the Board to approve the Budget Revision that was completed at that time by the Business Manager.

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	0100 General Fund			
Revenues				
LCFF Sources				
	010-00000-0-00000-00000-80110-0	\$420,790.00	(\$3,092.00)	\$417,698.00
	010-00000-0-00000-00000-80410-0	\$524,008.00	\$6,571.00	\$530,579.00
	010-00000-0-00000-00000-80960-0	(\$470,346.00)	(\$6,760.00)	(\$477,106.00)
	010-14000-0-00000-00000-80120-0	\$48,096.00	\$3,281.00	\$51,377.00
	Total:	\$522,548.00	\$0.00	\$522,548.00
Federal Revenues				
	010-30100-0-00000-00000-82900-0	\$6,397.00	\$67,887.97	\$74,284.97
	010-31820-0-00000-00000-82900-0	\$50,000.00	\$122,442.00	\$172,442.00
	010-40350-0-00000-00000-82900-0	\$1,036.00	\$22,302.23	\$23,338.23
	010-41260-0-00000-00000-82900-0	\$61,895.00	(\$58,774.00)	\$3,121.00
	010-42010-0-00000-00000-82900-0	\$1,494.00	\$541.00	\$2,035.00
	010-42030-0-00000-00000-82900-0	\$1,292.00	\$813.00	\$2,105.00
	Total:	\$122,114.00	\$155,212.20	\$277,326.20
Other State Revenues				
	010-00000-0-00000-00000-85500-0	\$5,969.00	\$9.00	\$5,978.00
	010-90353-0-00000-00000-85900-0	\$0.00	\$30,758.65	\$30,758.65
	Total:	\$5,969.00	\$30,767.65	\$36,736.65
Other Local Revenues				
	010-00000-0-00000-00000-86620-0	\$25,000.00	(\$7,000.00)	\$18,000.00
	010-00000-0-00000-00000-86990-0	\$5,000.00	\$13,000.00	\$18,000.00
	Total:	\$30,000.00	\$6,000.00	\$36,000.00
Total Revenues		\$680,631.00	\$191,979.85	\$872,610.85
Expenditures				
Classified Salaries				
	010-30100-0-11100-10000-21000-0	\$2,006.00	\$4,478.00	\$6,484.00
	010-31820-0-11100-10000-21000-0	\$0.00	\$80,000.00	\$80,000.00

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Total:	\$2,006.00	\$84,478.00	\$86,484.00
Employee Benefits			
010-30100-0-11100-10000-32020-0	\$415.00	\$1,682.00	\$2,097.00
010-30100-0-11100-10000-33022-0	\$124.00	\$277.00	\$401.00
010-30100-0-11100-10000-33023-0	\$29.00	\$61.00	\$90.00
010-30100-0-11100-10000-35020-0	\$2.00	\$3.00	\$5.00
010-30100-0-11100-10000-36020-0	\$27.00	\$62.00	\$89.00
010-31820-0-11100-10000-33022-0	\$0.00	\$4,960.00	\$4,960.00
010-31820-0-11100-10000-33023-0	\$0.00	\$1,160.00	\$1,160.00
010-31820-0-11100-10000-35020-0	\$0.00	\$40.00	\$40.00
010-31820-0-11100-10000-36020-0	\$0.00	\$991.00	\$991.00
Total:	\$597.00	\$9,236.00	\$9,833.00
Books and Supplies			
010-30100-0-11100-10000-43000-0	\$3,000.00	\$15,342.00	\$18,342.00
010-30100-0-11100-10000-44000-0	\$0.00	\$19,569.00	\$19,569.00
010-31820-0-11100-10000-43000-0	\$0.00	\$350.00	\$350.00
010-40350-0-11100-10000-43000-0	\$0.00	\$2,400.00	\$2,400.00
010-42010-0-11100-10000-43000-0	\$1,418.00	\$584.00	\$2,002.00
010-42030-0-11100-10000-43000-0	\$1,226.00	\$837.00	\$2,063.00
Total:	\$5,644.00	\$39,082.00	\$44,726.00
Services, Other Operating Expenses			
010-30100-0-11100-10000-52000-0	\$200.00	(\$200.00)	\$0.00
010-30100-0-11100-10000-58000-0	\$100.00	(\$100.00)	\$0.00
010-40350-0-00000-21000-58000-0	\$0.00	\$1,000.00	\$1,000.00
010-40350-0-11100-10000-52000-0	\$0.00	\$112.00	\$112.00
Total:	\$300.00	\$812.00	\$1,112.00
Capital Outlay			
010-00000-0-00000-82000-64000-0	\$550.00	\$253.00	\$803.00
010-90353-0-00000-85000-61700-0	\$0.00	\$30,758.65	\$30,758.65
Total:	\$550.00	\$31,011.65	\$31,561.65

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Direct Support/Indirect Costs				
010-00000-0-00000-72100-73100-0		(\$400.00)	\$67.00	(\$333.00)
010-42010-0-00000-72100-73100-0		\$76.00	(\$43.00)	\$33.00
010-42030-0-00000-72100-73100-0		\$66.00	(\$24.00)	\$42.00
Total:		(\$258.00)	\$0.00	(\$258.00)
Total Expenditures		\$8,839.00	\$164,619.65	\$173,458.65
Other Financing Sources/Uses				
Contributions				
010-00000-0-00000-00000-89800-0		(\$73,729.00)	(\$3,845.00)	(\$77,574.00)
010-07200-0-00000-00000-89800-0		\$22,116.00	\$3,845.00	\$25,961.00
Total:		(\$51,613.00)	\$0.00	(\$51,613.00)
Budgeted Unappropriated Fund Balance before this adjustment:			\$2,196,367.47	
Total Adjustment to Unappropriated Fund Balance:			\$27,360.20	
Budgeted Unappropriated Fund Balance after this adjustment:			\$2,223,727.67	

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 0110	General Fund - Charter School #1			
Revenues				
LCFF Sources				
	011-00000-0-00000-00000-80111-0	\$2,077,817.00	\$46,345.00	\$2,124,162.00
	011-00000-0-00000-00000-80960-0	\$470,346.00	\$6,760.00	\$477,106.00
	011-14000-0-00000-00000-80121-0	\$58,236.00	\$1,044.00	\$59,280.00
	Total:	\$2,606,399.00	\$54,149.00	\$2,660,548.00
Federal Revenues				
	011-30100-0-00000-00000-82900-0	\$83,108.00	\$22,119.00	\$105,227.00
	011-40350-0-00000-00000-82900-0	\$8,379.00	\$913.00	\$9,292.00
	Total:	\$91,487.00	\$23,032.00	\$114,519.00
Total Revenues		\$2,697,886.00	\$77,181.00	\$2,775,067.00
Expenditures				
Classified Salaries				
	011-30100-0-11100-10000-21000-0	\$59,295.00	\$15,151.00	\$74,446.00
	Total:	\$59,295.00	\$15,151.00	\$74,446.00
Employee Benefits				
	011-30100-0-11100-10000-32020-0	\$12,296.00	\$754.00	\$13,050.00
	011-30100-0-11100-10000-33022-0	\$3,678.00	\$939.00	\$4,617.00
	011-30100-0-11100-10000-33023-0	\$860.00	\$221.00	\$1,081.00
	011-30100-0-11100-10000-35020-0	\$31.00	(\$5.00)	\$26.00
	011-30100-0-11100-10000-36020-0	\$812.00	(\$140.00)	\$672.00
	Total:	\$17,677.00	\$1,769.00	\$19,446.00
Books and Supplies				
	011-30100-0-11100-10000-43000-0	\$0.00	\$5,199.00	\$5,199.00
	Total:	\$0.00	\$5,199.00	\$5,199.00
Services, Other Operating Expenses				
	011-40350-0-11100-10000-52000-0	\$0.00	\$913.00	\$913.00
	Total:	\$0.00	\$913.00	\$913.00

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Capital Outlay				
011-00000-0-00000-82000-64000-0		\$4,446.00	\$2,048.00	\$6,494.00
Total:		\$4,446.00	\$2,048.00	\$6,494.00
Total Expenditures		\$81,418.00	\$25,080.00	\$106,498.00
Other Financing Sources/Uses				
Contributions				
011-00000-0-00000-00000-89800-0		(\$347,841.00)	(\$9,674.00)	(\$357,515.00)
011-07200-0-00000-00000-89800-0		\$224,429.00	\$9,674.00	\$234,103.00
Total:		(\$123,412.00)	\$0.00	(\$123,412.00)
Budgeted Unappropriated Fund Balance before this adjustment:			(\$208,269.15)	
Total Adjustment to Unappropriated Fund Balance:			\$52,101.00	
Budgeted Unappropriated Fund Balance after this adjustment:			(\$156,168.15)	

Budget Revision Report

Bdg Revision Final

Control Number: 30650826

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on _____, the
board approved the above budget account lines change to those
amounts indicated in the proposed budget column.

Authorized by: _____

(County Office Use Only)

Updated at County Office on ____/____/____ by _____



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.2: Request the Board to authorize Inter-fund Transfers in Accordance with the Budget for the 2020/2021 Fiscal year.

RESOLUTION OF THE GOVERNING BOARD OF
Sequoia Union Elementary SCHOOL DISTRICT

In the matter of Authorizing Inter-fund Transfers)
In Accordance with the Budget) **RESOLUTION NUMBER 2020-21 08**

WHEREAS, the Governing Board of the District adopted its Annual Budget for the Fiscal Year
_2020/2021_____ ; and,

WHEREAS, the Governing Board of the District approved Inter-fund Transfers between the
various funds of the District as recorded in the budget document in accordance with Education
Code;

THEREFORE, BE IT RESOLVED that the Governing Board authorizes District
Administration to make inter-fund transfers in accordance with the budget, not to exceed the
amount of appropriation.

THE FOREGOING RESOLUTION WAS ADOPTED upon the motion of _____
_____, seconded by _____, at a regular meeting of the Governing Board on
the _____ day of _____, 200__ by the following vote.

Ayes:

Noes:

Abstentions:

Absent:

Secretary/Clerk of said District Board



SEQUOIA UNION | ELEMENTARY SCHOOL

1. Action Item: 7.3: Request the Board approve the proposed Classified Salary Schedule 2, which will increase the Classified Salaries, including statutory benefits. This will increase Classified salaries overall by \$38,454.91 per month for 12 months.

SEQUOIA UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2020/2021

	Range 1	Range 2	Range 3	Range 4
Step 1	\$ 13.00	\$ 13.52	\$ 14.06	\$ 14.62
Step 2	\$ 13.33	\$ 13.86	\$ 14.41	\$ 14.99
Step 3	\$ 13.66	\$ 14.20	\$ 14.77	\$ 15.36
Step 4	\$ 14.00	\$ 14.56	\$ 15.14	\$ 15.75
Step 5	\$ 14.35	\$ 14.92	\$ 15.52	\$ 16.14
Step 6	\$ 14.71	\$ 15.30	\$ 15.91	\$ 16.54
Step 7	\$ 15.08	\$ 15.68	\$ 16.31	\$ 16.96
Step 8	\$ 15.45	\$ 16.07	\$ 16.71	\$ 17.38
Step 9	\$ 15.84	\$ 16.47	\$ 17.13	\$ 17.82
Step 10	\$ 16.24	\$ 16.88	\$ 17.56	\$ 18.26
Step 11	\$ 16.64	\$ 17.31	\$ 18.00	\$ 18.72
Step 12	\$ 17.06	\$ 17.74	\$ 18.45	\$ 19.19
Step 13	\$ 17.48	\$ 18.18	\$ 18.91	\$ 19.67
Step 14	\$ 17.92	\$ 18.64	\$ 19.38	\$ 20.16
Step 15	\$ 18.37	\$ 19.10	\$ 19.87	\$ 20.66

4% increase in range and
2.5% Increase in Step

Longevity	
11 years	\$ 68.00
16 years	\$ 104.00
21 years	\$ 140.00
26 years	\$ 177.00
30 years	\$ 200.00

Range 1	No or little experience, no additional certifications, under close supervision of certificated or classified staff
Custodian Yard Duty Cafeteria Assistant	
Range 2	Some experience, under supervision of certificated or classified staff
Receptionist Health Aide Instructional Aide I	
Range 3	Job specific experience, may have specialized certification, works independently with little direction
Instruction Aide II Library Aide I Lead Custodian	
Range 4	Job specific experience/certifications, works independently, supervisory role reports to Director/Superintendent
K-Care Bus Driver Computer Lab Aide ELD Coordinator	

Employee	Range	Step	Proposed Step	Longevity	Current Hourly	Current Annually	Proposed 2 Hourly	Proposed 2
Instructional Aide	2	3	3	\$ -	\$ 14.07	\$ 17,826.41	\$ 14.20	\$ 17,991.12
Yard Duty/Bus Driver	4	16	15	\$ 140.00	\$ 19.09	\$ 26,359.22	\$ 20.66	\$ 28,400.40
Night Custodian	1	7	7		\$ 13.13	\$ 23,907.63	\$ 15.08	\$ 27,458.27
ELD (w/ 41 Min Days)	3	19	15	\$ 200.00	\$ 17.75	\$ 24,599.44	\$ 20.66	\$ 28,271.68
Instructional Aide (w/ Min Days 7)	3	6	6		\$ 14.74	\$ 19,187.21	\$ 15.91	\$ 20,710.21
Instructiona Aide (w/ min Days 41)	3	12	12	\$ 68.00	\$ 16.91	\$ 21,610.04	\$ 18.45	\$ 23,509.95
Cafeteria Assistant	2	19	15	\$ 140.00	\$ 17.75	\$ 22,298.98	\$ 19.10	\$ 23,877.83
Lead Custodian	3	14	14	\$ 68.00	\$ 16.91	\$ 31,760.29	\$ 19.38	\$ 36,280.24
Yard Duty Aide	3	7	7		\$ 13.13	\$ 8,804.52	\$ 16.31	\$ 10,936.92
Bus Driver /Yard Duty/ PE Aide	4	16	15	\$ 200.00	\$ 19.09	\$ 27,912.27	\$ 20.66	\$ 30,026.90
Instructional Aide (w/ min Days 7)	3	6	6		\$ 14.31	\$ 18,627.47	\$ 15.91	\$ 20,710.21
Instructional Aide (w/ min Days 7)	3	19	15	\$ 104.00	\$ 17.75	\$ 24,249.35	\$ 19.87	\$ 27,008.98
Instructional Aide (w/ min Days 7)	3	14	14	\$ 104.00	\$ 16.91	\$ 23,155.92	\$ 19.38	\$ 26,371.14
Office Clerk	2	7	7		\$ 15.23	\$ 14,843.16	\$ 15.68	\$ 15,281.73
Bus Driver (VACANT)	4	1	1		\$ 18.18	\$ 11,107.98	\$ 14.62	\$ 9,084.87

Current Annual Total

\$ 316,249.89

\$ 345,920.45

Total Increase (Annual)

\$ 29,670.56

\$ 8,794.35

\$ 38,464.91

The position listed are all current Sequoia Union Classified Staff

These step increase is to 15, and will reflect the correct and maximum step for positions held at SU, those steps will include longevity in their monthly wages



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.4: Request the Board to authorize the ELD Coordinator position to change from Range 3 to Range 4 Step 15. The job description coincides with Range 4 and the inaccuracies of the prior calculations best justify this position which is maxed out, to align with the Board directive of being made whole. The change to Range 4 does not impact the Proposed Salary Schedule 2 as the position in the schedule reflects Range 4.

Classified 2020/2021 Contract

SS#	XXX-XX-
Name	
Hire Date	
Position	ELD
Range	4
Step	19

139 Work Days	41 Minimum Work Days
8 Holidays	0 Holidays
6.92 Vacation	Vacation
153.92	41

Contract Type (# of Mo)	11	Contract Type (# of Mo)	11
# of Days Annual	153.92	# of Days Annual	41
# of Hours Per Day	7	# of Hours Per Day	4.5
Hourly Rate \$	20.66	Hourly Rate \$	20.66
Daily Rate \$	144.62	Daily Rate \$	92.97
11 Equal Payment of \$	2,223.63	11 Equal Payment of \$	346.52
Longevity (Mo) \$	200.00	Longevity (Mo)	
Longevity (Yr) \$	2,200.00	Longevity (Yr) \$	-
Annual Rate \$	24,459.91	Annual Rate \$	3,811.77

Annual Rate \$ 28,271.68 11 equal Payments \$ 2,570.15

Work Hour Per Day	Hourly Rate	Daily Rate	Days Worked
7	\$ 20.66	\$ 144.62	139
Work Hour Per Day	Hourly Rate	Daily Rate	Minimum Days Worked
4.5	\$ 20.66	\$ 92.97	41

Employee's Signature

Date

Superintendent's Signature

Date

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.5: Request of the Board to approve the Library Media Curriculum Assessment Coordinator position as presented.



Library/Media/Curriculum/Assessment Coordinator

Placement on Confidential Management Salary Schedule: 200 days annually

The Sequoia Union Elementary School District is committed to the development of students with high moral integrity, academic excellence, and self-worth in a safe and supportive environment. The goal of Sequoia Union School District, made up of educators, parents, and the local community, is to give our students the skills to become independent, lifelong learners who will make a positive contribution to society.

About the Position:

Under the direction of the Superintendent/Principal, the Library/Media/Curriculum/Assessment Coordinator provides instructional support to students and faculty and manages the daily operations of the Library Media Center Program (i.e., evaluation, selection, and ordering of media materials; formal and informal instruction in library, media, technology, as well as assistance to staff in locating, evaluating and using digital curriculum and media materials and technologies) California state testing administration, maintenance of digital curriculum platforms, and vendor relations for library materials, curriculum and technology. The Library/Media/Curriculum/Assessment Coordinator will act as a Leader, Instructional Partner, and Information Specialist in organizing the Library Media Center program, coordinating curriculum needs and coordinating all California state assessments.

Library Essential Duties and Functions:

- Developing and maintaining an adequate collection of print, non-print and digital resources to support the curriculum, students' needs, and to promote independent reading and literacy growth.
- Maintaining a cooperative relationship with administration, staff, students, parents, community, local public library, and all other stakeholders.
- Sharing with the school community and adhering to or helping to create district policies concerning issues such as materials selection, circulation, reconsideration of materials, copyright, privacy and acceptable use.
- Maintaining current, accurate records for students and materials in the digital library database (currently the Insignia Library System). Issuing bills for lost or damaged books and assets and collecting payment.
- Embracing the use of instructional technology to engage students and improve learning while providing 24/7 access to digital information resources for the entire learning community.
- Maintaining knowledge of current curriculum, managing textbook, consumable and other asset inventory.
- Participating in professional development to remain current in professional practices, information technologies, and educational research.



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- Ensuring that school library program goals are aligned to district goals and long-range strategic or comprehensive plans.
- Providing and/or planning professional development opportunities in the use of new technologies and school library services.
- Collaborating with the Superintendent/Principal in preparing and implementing the school library budget including instructional resources, supplies, equipment and repairs in order to support both the curriculum and the goals of the library program, the school, and the district.
- Cooperating and networking with other libraries, librarians, and agencies to provide access to resources beyond the school library.

Media Essential Duties and Functions:

- Managing the school's fleet of Chromebooks. This includes cataloging Chromebooks, checking them out to students and troubleshooting malfunctioning devices.
- Managing the school's inventory of other portable computing devices including teacher laptops, tablets and iPads.
- Working collaboratively with the contracted TCOE technician to manage repair and warranty utilization for damaged or malfunctioning devices.
- Coordinating purchase and distribution of other relevant technology and accessories such as walkie-talkies, headphones and charging devices.
- Managing internet hotspots, and troubleshooting issues with these devices.
- Managing the Google Administrative Panel including creating email addresses, managing student groups and accounts, and Chromebook devices. This may be done in conjunction with the contracted TCOE technician.
- Working with the Superintendent/Principal, Business Manager and TCOE technician to determine campus technology needs. Together with these parties develop long term plans for purchase, distribution, and retirement of student Chromebook devices and other technology.
- Maintaining contact with equipment distributors and supplying quotes to administration for technology purchases.
- Serving as the second Admin for the School Information System (currently PowerSchool) and assisting the administrative assistant with the SIS as needed.
- Troubleshooting problems teachers and other staff encounter with the SIS. Make contact with SIS technical support to solve problems.

Curriculum Essential Duties and Functions:

- Maintaining a comprehensive list of core curriculum and supplemental programs that the school currently subscribes to, including length of subscription, cost and funding source.
- Maintaining contacts with representatives for core and supplemental curriculum companies.
- Providing yearly quotes for purchase of continuing and new curriculum programs.



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- Working with administration and teachers to set up staff training for core and supplemental curriculum programs. This may include in person, online (Zoom) and self-paced digital training.
- Setting up and maintaining digital curriculum platforms including the Single Sign On (SSO) platform. This includes creating, maintaining and troubleshooting rostering (usernames and passwords) and functionality for all programs through the SSO and our SIS.
- Receiving and distributing hardcopy curriculum materials.
- Researching curriculum needs with teachers, and administration and working with the business manager to identifying possible funding sources for those programs.
- Must have knowledge of the LCFF and categorical funding programs and their relation to curriculum.

Assessment Essential Duties and Functions:

- Serving as the designated LEA CAASPP coordinator and LEA ELPAC coordinator.
- Attending yearly training and certification sessions as needed to remain up to date and knowledgeable about current testing practices and requirements for CAASPP and ELPAC.
- Setting testing dates and organizing California State testing in grades 3-8.
- Conducting training for teachers in how to administer the CAASPP and Interim Assessments.
- Creating and maintaining our collection of testing cards with current student names and SSID numbers to facilitate the secure login of all students to the testing platform.
- Preparing Chromebooks for testing, by making sure the secure testing software is installed and working properly.
- Helping teachers troubleshoot technological problems while testing.
- Assisting the ELD coordinator with ELPAC technology issues and ELPAC administration needs.

Qualifications:

- **Knowledge and Skills:** Requires knowledge of library classification systems, effective programs and practices, procedures and terminology. Must have a strong knowledge of library reference materials and sources. Must have a strong knowledge in educational media-technology platforms and digital curriculum sources. Must have a strong knowledge of California State Standards. Must have a strong knowledge of California State Assessment systems. Have knowledge of the LCFF and categorical funding programs and their relation to curriculum. Possess an understanding of modern office practices, procedures and equipment. Strong record-keeping techniques. Must be able to use correct English usage, grammar, spelling, punctuation and vocabulary and have strong oral and written communications skills. Must have a working knowledge of the California State Content Standards. Ability to utilize research-based instructional practices. Possess effective team building strategies and communications skills.
- **Abilities:** Evaluate learning technology and media resources to determine effective District applications; organize, coordinate, and execute projects, schedules, and tasks; analyze and resolve



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problems related to uses of media resources; train District staff and instructors in effective use of media applications; establish and maintain cooperative and effective working relationships with staff, management, faculty, vendors, and contractors; prepare a variety of reports and make presentations to interested parties; Establish program operating policies, procedures and manuals.

- **Physical Abilities:** Normally works in a library setting with minimal exposure to health or safety hazards. May require periods of walking and standing. Requires good arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.
- **Education and Experience:** Bachelor Degree preferred. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Increasingly responsible experience in the library media center preferred. Two or more years of training and experience that demonstrates the knowledge and abilities listed above.

Board Approval:



SEQUOIA UNION | ELEMENTARY SCHOOL

LIBRARY/MEDIA/CURRICULUM/ASSESSMENT COORDINATOR

Classified Confidential Annual Salary Schedule

200 days / 28.5 hours per week

2020 / 2021

Step	Annual Salary
1	\$ 26,000.00
2	\$ 26,509.00
3	\$ 27,018.00
4	\$ 27,527.00
5	\$ 28,036.00
6	\$ 28,545.00
7	\$ 29,054.00
8	\$ 29,563.00
9	\$ 30,072.00
10	\$ 30,581.00
11	\$ 31,090.00
12	\$ 31,599.00
13	\$ 32,108.00
14	\$ 32,617.00
15	\$ 33,126.00
16	\$ 33,635.00

Insurance Benefits: Not Included.



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.6: Request of the Board to approve the District entering into an agency agreement with T.C.O.E. for licensed vocational nurse services for 185 days at 4 hours per day. The District would agree to pay \$35,980.79

Vendor #	_____
Req. #	_____
PO #	_____
Contract #	210059

AGENCY AGREEMENT

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as SUPERINTENDENT and **Sequoia Union School District**, referred to as DISTRICT.

ACCORDINGLY, IT IS AGREED:

1. **TERM:** This Agreement shall become effective as of August 1, 2020 and shall expire on June 30, 2021.
2. **SERVICES:** SUPERINTENDENT shall provide services as set forth: (See attached Exhibit for details. The Exhibit is made part of this Agreement by reference.)
Provide a qualified staff member(s) to perform Licensed Vocational Nurse services including:
 - Provide specialized nursing services to provide insulin administration, gastric tube feedings, catheterizations, and other specialized health care services.
 - Assists the credentialed School Nurse with mandated health screenings.
 - Assists in maintaining and dispensing medication to students with prescribed medication.
 - Provide first aid care to students.
 - Maintain current and accurate health records
 - Other services as agreed upon
3. **COST OF SERVICES:** DISTRICT agrees to pay SUPERINTENDENT the sum of **\$35,980.79** for **Licensed Vocational Nurse services for 185 days at 4 hrs. per day** as provided in this Agreement. Salary and benefits are estimated and will be adjusted to actual costs.
4. **METHOD OF PAYMENT:** District agrees to pay SUPERINTENDENT for **Licensed Vocational Nurse services** as provided in this Agreement. Pursuant to Education Code section 1752, SUPERINTENDENT shall transfer this sum from the funds of DISTRICT to the County School Service Fund after **March 1, 2021**.
5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

DISTRICT
Sequoia Union School District
P.O. Box 44260
Lemon Cove, CA 93244-4260

SUPERINTENDENT
Tim A. Hire, County Superintendent of Schools
Business Services
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

By: _____

By:  _____

Date: _____

Date: 9/10/2020

TCOE Program Information

Contact Person and Phone No.: Nan Arnold, Program Manager, (559) 651-0130 ext. 3710
Division: Instructional Services
Program Title: School Health Programs
Budget Number: 010-00040-0-000000-000000-86770-0-0-0

Please return an original copy to:

Tulare County Office of Education
ATTN: Elizabeth Sisk, Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.7: Request of the Board to approve Mangini and Associates as the RFQ Architect of Choice to help create and manage the Districts state eligibility for new construction, planning and design total project eligibility of \$4,776,386; and to help create and manage the Districts state eligibility for modernization planning and design total project eligibility of \$2,103,208.



SEQUOIA UNION | ELEMENTARY SCHOOL

Action Item: 7.8: Request of the Board to approve Temporary Teacher position. The position will only be filled if Administration determines it is necessary to alleviate overcrowding as students who live in our District return to enrollment from Home Schooling and due to families moving into existing homes in our boundaries. The Teacher position will be a temporary hire to complete the 2020-2021 school year.