

**Sequoia Union Board of Trustees
Notice of a Regular Board Meeting
July 15, 2020 at 6:00 p.m.**

Due to current health recommendations this meeting will occur online. Access to the open session meeting will be available through the following options:

Web: <https://global.gotomeeting.com/join/935398941>

Phone: (872) 240-3412, Access Code: 935-398-941

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. Approve Agenda**
- 4. Comments From the Public**
Board Policy #9323 allows each individual speaker three minutes for public comment. See [special notice for public comment submission](#) procedure during Stay at Home Order for details on submission of comments to <https://bit.ly/SUpubliccomment> to submit comments one hour prior to the scheduled meeting opening.
- 5. REPORTS & DISCUSSION**
 - 5.1. Superintendent's Report (Submitted by K. Horn)
 - 5.2. Business Department Update (Submitted by D. Hernandez)

(CONTINUED ON NEXT PAGE)



6. OTHER ACTION ITEMS

- 6.1. Review and Approve Progress Payment No. 2 for Travioli Construction (N. Keller)
- 6.2. Review and Approve SWRCB Reimbursement Claim No. 10 (N. Keller)
- 6.3. Review and Approve Return to School Plan
- 6.4. COVID Mitigation Matrix Resolution 20-21-002
- 6.5. Approval of the 2020-2021 Instructional Calendar
- 6.6. CUPCCAA Public Notice - Resolution 20-21-001
- 6.7. Declaration of Need GLAP Credential
- 6.8. Declaration of Need Substitute Teachers
- 6.9. Review and Approve S.B. 858: Substantiation of Need for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves
- 6.10. Approval of Interdistrict Agreement Requests

7. Subsequent Need Action Items

- 7.1. Approve expenditure for Renaissance Learning Renewal
- 7.2. Approve expenditure for PowerSchool

8. Organizational Business

- 8.1. Consideration of Agenda Items the Board Wishes to Discuss in Future Meetings (N. Ray)

9. ADJOURNMENT

Superintendent's Report:

As most of you all know by now, I have been in Quarantine since June 25th. I was notified that I was in contact with someone who tested positive for COVID-19. I called my doctor and discussed my situation. I have not had any symptoms this entire time, and continue to have no symptoms. However, in talking with my doctor, I felt that it was important for my own peace of mind that I get tested, because I come in contact with so many people while leading our School District. To my shock, and dismay, I tested positive. I asked about my next steps. I was told that I had to be in Quarantine for 14 days and then I had to test again. In the meantime, after 10 days additional with no symptoms, Kings County Department of Public Health (I live in Kings County) called me to tell me that they no longer considered me to be in Quarantine. They sent me a letter stating so. I called my doctor and told him this. He insisted that I get tested again and told me that he couldn't clear me to go out of Quarantine otherwise. So, on July 9th, I got tested again. Now, the testing agency is telling me they are back logged with testing and it will take 10 to 12 days to get my results. Meanwhile, I am running the District from my home, while in Quarantine. To say the least, this has been frustrating. The good news is, I have no symptoms and I feel totally normal. So, we will see where this goes over the next few days and weeks, but know that I am working hard everyday to get everything in place for the restart of school.

I have worked diligently with the Reopening of our Schools Committee, which is made up of parents elected to our School Site Council, and our Staff. The Committee has worked very hard over the months of June and July to really tackle the issues of reopening our schools and to look at hard data from the surveys that we have done from Families and from Staff. Later in tonight's meeting we will look at the Committee's recommendation to the School Board on what Plan they support.

I have purchased a large quantity of masks (in various sizes), face shields, gallons of hand sanitizer, touch-free hand sanitizer stations, PPE, and different sizes of pop-up tents for students to safely social distance in the shade during the hot months of the early part of the school year. We have rented four portable hand-washing stations for students to use so they don't always need to go into the Restrooms to wash their hands. We have purchased plexiglass partitions for the Main Office, Library, and Cafeteria area. I am continuing to work with vendors to get products ordered to enhance student and staff safety. The State of California will be distributing through each County Office of Education a 60 Day supply of PPE.

Ken Horn

Superintendent-Principal

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: Business Department Update for July 15, 2020

BUSINESS DEPARTMENT

Diana Hernandez
Business Manager

Budget Updates

SB858: Disclosure of need for Excess Reserves

This form is to be Board Approved along with our Proposed Budget Approval and submitted to TCOE. The SB858 form is intended to account for any excess reserves for each District.

- In our District we only have Fund 01 General Fund/County School Service Fund of \$1,386,812.12
- The amount is calculated from total Assigned and Unassigned Ending Fund Balances
- The Breakdown for Excess Reserves are as follows:
 - We include 4% of District Standard Reserve Level
 - Less District Minimum Recommended Reserve for Economic Uncertainties \$154,158.76
 - We are also required to itemize the remaining after we include the District Reserve Level of 4% and Reserve for Economic Uncertainties.
 - In the 20/21 School SB858 form we have included the following

Fund	Descriptions	
010	Modernization of Facility including Main Office	\$332,653.36
010	LCFF Revenue Uncertainties	\$400,000.00
010	Board Fund Balance Policy Requiring Available Reserves	\$500,000.00



Money

Good News

- After speaking with Sarah Smigiera at TCOE she advised that our \$494,414.46 interfund loan was incorrect
 - The process reversal was not completed in 2017/2018 and will now be reflected in our 20/21 Budget

What's next:

- Closing 2019/2020 Books
- Completing End of Year Reports
- Audit (Date TBD)
- Training from Retired CBO
(for all end of year budget and 1st Interim)



TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: Nick Keller from Keller/Wegley Engineering will provide a project status update; he will review and ask for approval of the payment No. 2 for Travioli Construction; and he will review and ask for approval of the SWRCD Reimbursement Claim No. 10.

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
INVOICE (REQUEST FOR REIMBURSEMENT)

INVOICE DATE:	7/15/2020	MAIL TO: STATE WATER RESOURCES CONTROL BOARD
INVOICE NO.:	9-D13C102000	DIVISION OF FINANCIAL ASSISTANCE
CONTRACT NO.:	SWRCB0000000000D13C102000	ATTN: DISBURSEMENT UNIT
PROJECT NO.:	5400709-001C	POST OFFICE BOX 944212
		SACRAMENTO, CA 94244-2120
AGREEMENT LOAN and/or GRANT RECIPIENT: Sequoia Union Elementary School District STREET/P.O. BOX: 23958 Ave 324 CITY, STATE, AND ZIP CODE: Lemon Cove, CA 93244		
☐ For Mailing Address Changes, Check Box and Complete a "Payee Data Record (Std. 204) Form"		

FOLLOWING SECTION TO BE COMPLETED BY RECIPIENT

REQUESTED REIMBURSEMENT AMOUNT:	\$98,674.75	
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RECIPIENT CERTIFICATION

I certify that the costs shown under Costs Incurred to Date/Requested Reimbursement Amount have been incurred and that these costs have been paid or will be paid within 30 days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board (SWRCB). I certify that all prior funds received from this Finance Agreement/Grant have been disbursed within 30 days of receipt or have been returned to the SWRCB.

I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Project Finance Agreement/Grant and within the approved scope of work. I also certify that overhead or indirect costs rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%. Note: If entity chooses to add a surcharge, this surcharge must be supportable and documented by direct costs related to the Project. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.

(6) Signature of the Recipient's Authorized Representative _____

_____ Date

FOLLOWING SECTION IS FOR STATE USE ONLY

CALCULATION FOR REIMBURSEMENT

REQUESTED REIMBURSEMENT AMOUNT:	\$98,674.75	Reason(s) for Adjustment:
ADJUSTMENT AMOUNT:		
REIMBURSEMENT AMOUNT APPROVED:		

FUNDING LINE PAYMENT ALLOCATION (ACCOUNTING DETAIL)

FISCAL SUPPLIER ID NO.: 0000066842

PURCHASE ORDER NO.	FY	FUNDING DESCRIPTION	PROGRAM NO.	RECEIPT NO.	AMOUNT
D13C102000	17/18	Drinking Water Federal Capitalization - Principal Forgiveness	3560000E67		
D13C102000	19/20	Drinking Water Repayments (Federal) Principal Forgiveness	3560000E69		

TOTAL REIMBURSEMENT APPROVED FOR THIS REQUEST:

STATE USE ONLY: APPROVAL FOR PAYMENT

Disbursement Manager Signature _____ Program Manager Signature _____	Disb Unit Manager Title LGA Section Chief Title	_____ Date _____ Date
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STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
INVOICE (REQUEST FOR REIMBURSEMENT)

INVOICE DATE:	7/15/2020	MAIL TO: STATE WATER RESOURCES CONTROL BOARD
INVOICE NO.:	9-D13C102000	DIVISION OF FINANCIAL ASSISTANCE
CONTRACT NO.:	SWRCB0000000000D13C102000	ATTN: DISBURSEMENT UNIT
PROJECT NO.:	5400709-001C	POST OFFICE BOX 944212
		SACRAMENTO, CA 94244-2120
		STREET ADDRESS: 1001 I STREET, 16TH FLOOR SACRAMENTO, CA 95814

AGREEMENT LOAN and/or GRANT RECIPIENT:	Sequoia Union Elementary School District
STREET/P.O. BOX:	23958 Ave 324
CITY AND ZIP CODE:	Lemon Cove, CA 93244
AUTHORIZED REPRESENTATIVE:	TITLE:

STATE USE ONLY				STATE USE ONLY		
ACTIVITY	AGREEMENT/GRANT AMOUNT	(3) AMOUNT INCURRED TO DATE	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	AMOUNT APPROVED FOR PAYMENT TO DATE	AMOUNT PREVIOUSLY PAID	APPROVED PAYMENT THIS REQUEST
Estimated Remaining Construction	\$770,198	\$596,074	\$96,025	\$0		
Change Order Contingencies	\$31,934	\$2,650	\$2,650	\$0		
				\$0		
				\$0		
				\$0		
TOTAL	\$802,132	\$598,724	\$98,675	\$0	\$0	\$0

COMMENTS (STATE USE ONLY):

STATE USE ONLY: APPROVAL FOR PAYMENT

☐	All Quarterly Reports have been submitted to date.
☐	Draft deliverables submitted for disbursement >70% of total financing amount (Grants Only)
☐	Draft deliverables submitted for disbursement >90% of total financing amount (Grants Only)
Water Code 5103 Compliant ☐ Yes, ☐ No, ☐ N/A	

Project Manager Signature _____	Project Manager _____ Title _____	Date _____
Reviewer Signature _____	Payments Analyst _____ Title _____	Date _____

PROJECT NUMBER :	5400709-001C	DISBURSEMENT REQUEST NUMBER:	9-D13C102000	DATE:	7/15/2020
SWRCB AGREEMENT NUMBER :	SWRCB0000000000D13C102000				
RECIPIENT AGENCY :	Sequoia Union Elementary School District	AUTHORIZED REPRESENTATIVE:	Dennis R. Keller, R.C.E.		
AGENCY ADDRESS :	2395B Avenue 324, Lemon Cove, CA 93244-4260	AUTHORIZED REPRESENTATIVE TITLE:	Consulting Civil Engineer		

[illegible]

SUMMARY OF COSTS
DISBURSEMENT REQUEST NO. 9-D13C102000
AGREEMENT NO. SWRCB000000000D13C102000 AMENDMENT A-4
SEQUOIA UNION ELEMENTARY SCHOOL DISTRICT

Item No.	Date	Invoice No.	Company	Project Task / Amounts (1)				Total Amount
				No. 1 Engineering and Administration	No. 2 Test Well	No. 3 Production Well and Pressure Tank	No. 4 Construction Contingency	
1	4/1/2020	-	Keller/Wegley Consulting Engineers	\$ 1,081.13	\$ -	\$ -	\$ -	\$ 1,081.13
2	5/1/2020	-	Keller/Wegley Consulting Engineers	\$ 620.75	\$ -	\$ -	\$ -	\$ 620.75
3	6/1/2020	-	Keller/Wegley Consulting Engineers	\$ 2,568.90	\$ -	\$ -	\$ -	\$ 2,568.90
4	7/3/2020	2	Travioli Construction, Inc.	\$ -	\$ -	\$ 91,753.85	\$ 2,650.12	\$ 94,403.97
TOTALS - Current Request (1)				\$ 4,270.78	\$ -	\$ 91,753.85	\$ 2,650.12	\$ 98,674.75
SUMMARY OF DISBURSEMENTS								
Previous Amount Requested to Date				\$ 46,078.06	\$ -	\$ 453,971.60	\$ -	\$ 500,049.66
Total Amount Requested to Date				\$ 50,348.84	\$ -	\$ 545,725.45	\$ 2,650.12	\$ 598,724.41
Agreement Amounts				\$ 73,493.00	\$ -	\$ 696,705.00	\$ 31,934.00	\$ 802,132.00
Balance				\$ 23,144.16	\$ -	\$ 150,979.55	\$ 29,283.88	\$ 203,407.59

Notes:

1. Amounts as invoiced. Does not reflect rounding to nearest dollar.
2. Task No. 2 - Test Well completed under DWR Agreement No. E59510.

STATUS REPORT INFORMATION

	Project Task				OVERALL
	No. 1 Engineering and Administration	No. 2 Test Well	No. 3 Production Well and Pressure Tank	No. 4 Construction Contingency	
Percent Budget Invoiced	68.5%	N/A (See Note 2)	78.3%	8.3%	74.6%
Project Start Date	5/3/2013		8/10/2015	8/10/2015	5/3/2013
Project Completion Date	9/30/2021		9/30/2021	9/30/2021	9/30/2021
Report/Reimb. Claim Date	7/15/2020				
Total Days Elapsed	2630		1801	1801	2630
Project Schedule (days)	3072		2243	2243	3072
Percent Schedule Elapsed (Based upon an December 2, 2011 start)	86%		80%	80%	86%
Percent Project Complete - Estimated (Average of budget and schedule percentages)	77%	Completed (See Note 2)	79%	44%	80%

DENNIS R. KELLER
CONSULTING CIVIL ENGINEER, INC.

JAMES H. WEGLEY
CONSULTING CIVIL ENGINEER, INC.

JAMES A. BLAIR, R.C.E.

EDWARD D. GLASS, JR., R.C.E.

**DENNIS R. KELLER
JAMES H. WEGLEY**

CONSULTING ENGINEERS

209 SOUTH LOCUST STREET
P.O. BOX 911
VISALIA, CALIFORNIA 93279-0911
PHONE 559/732-7938
FAX 559/732-7937
KELWEG1@AOL.COM

April 1, 2020

Sequoia Union Elementary School District
P.O. Box 44260
Lemon Cove, CA 93244-4260
ATTN: Velinda McBride

Professional Services Rendered:

Keller, D. – Work on Department of Industrial Relations (DIR) number and construction start problems; work with Mr. N. Keller re submittals; work on DIR number request and common trench proposal; with Mr. N. Keller re electrical issues; with Mr. Wegley re Rural Community Assistance Corporation (RCAC) loan; with Mr. N. Keller re DUNS number and construction start-up issues.

March 2,3,18,20,24 – 1.75 Hours at \$172.00/Hour \$ 301.00

Wegley, J. – With Mr. D. Keller re construction start-up and interim funding issues; with RCAC re interim funding potential.

March 20 – 0.50 Hour at \$142.00/Hour 71.00

Blair, J. – With Mr. Wegley re RCAC bridge financing; call to RCAC re status of bridge financing; download application and resolution forms.

March 20 – 0.50 Hour at \$126.00/Hour 63.00

Keller, N. – Work on Project submittals; work on District DIR Registration; transmit backup information for Claim No. 8 to Mrs. McBride.

March 3,11,25 – 5.75 Hours at \$109.00/Hour 626.75

Travel:

<u>Date</u>	<u>To</u>	<u>Mileage</u> <u>@ .58</u>	<u>Trans</u>	<u>Total</u>	
1-23	Lemon Cove	34	19.38	19.38	
					19.38
TOTAL					\$ 1,081.13

SRF – Construction Inspection

DENNIS R. KELLER
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P.O. BOX 911
VISALIA, CALIFORNIA 93279-0911
PHONE 559/732-7938
FAX 559/732-7937
KELWEG1@AOL.COM

May 1, 2020

Sequoia Union Elementary School District
P.O. Box 44260
Lemon Cove, CA 93244-4260
ATTN: Velinda McBride

Professional Services Rendered:

Keller, D. – Work on construction start schedule issues; with Mr. N. Keller re Project start and water sampling and testing.

April 22,27 – 0.50 Hour at \$172.00/Hour \$ 86.00

Glass, E. – Work on claim deductions, work on same.

April 21 – 1.00 Hour at \$126.00/Hour 126.00

Keller, N. – With Travioli Construction re DIR Compliance update; transmit email to Mr. Jensen re construction schedule update and DIR issues; with Contractor re construction schedule; work on DIR site access issues; with Mrs. Pauli re Project status update and Claim No. 8 disallowed funds; prepare email to SWRCB re DIR issues; with Travioli Construction re Notice to Proceed, construction schedule and DIR compliance; review revised submittals for hydropneumatic tank; with Travioli Construction re construction schedule and issuance of Notice to Proceed.

April 1,5,6,17,20,21,24,27 – 3.75 Hours at \$109.00/Hour 408.75

TOTAL \$ 620.75

SRF – Contract Administration - 425.75
SRF – Construction Inspection - 195.00

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P.O. BOX 911
VISALIA, CALIFORNIA 93279-0911
PHONE 559/732-7938
FAX 559/732-7937
KELWEG1@AOL.COM

June 1, 2020

Sequoia Union Elementary School District
P.O. Box 44260
Lemon Cove, CA 93244-4260
ATTN: Velinda McBride

Professional Services Rendered:

Keller, D. – Work on Notice to Proceed; with Mr. N. Keller re contract data; with Mr. N. Keller re sprinkler and pipeline repair issues; with Mr. N. Keller and Contractor re piping and valve issues; with N. Keller re pipeline connection alternative; with Mr. N. Keller re administrative resignations, designated signator actions, backfill material and schedule; work on pump pedestal and concrete change request; work on separation issues between discharge pipeline and leach field; work on unmarked water line; review Request for Reimbursement form; work on pipeline realignment issues, pump, tank and electrical issues.

May 4,7,8,12-14,21,29 – 3.75 Hours at \$172.00/Hour

\$ 645.00

Glass, E. – Conversation with Mr. N. Keller re pipeline alignment and connections; conversation with Mr. D. Keller re same; work on pipeline alignment and connections; conversation with Mr. N. Keller re Plans; work on claim materials; conversation with Mr. N. Keller re claims; with Mr. Hash re pump pedestal; with Mr. N. Keller re Claim No. 9; work on claim amounts; work on disallowed amounts; work on forms.

May 7,8,11,13,21 – 6.50 Hours at \$126.00/Hour

819.00

Keller, N. – Call from Contractor's supplier re submittals; work on Notice to Proceed for Travioli Construction, Inc., with Mr. D. Keller re construction schedule; with Mr. Travioli re tank delivery, paint submittals and meeting schedule; work on progress payment form; with Mr. Jensen re Project status update and procedures for fixing broken sprinkler pipe; travel to site re construction kickoff meeting with Travioli Construction; with Mr. D. Keller re pipeline connection alternatives; with Mr. Glass re Claim No. 9 preparation and submittal; transmit email to re school staffing issues and construction schedule update; transmit email to SWRCB re staff turnover and authorizing resolution; work on Progress Payment No. 1 for Travioli Construction; with Travioli Construction re realignment of pipeline; attend Special Board of Trustee's meeting via Go To Meeting; work on pipeline realignment, with Mr. D. Keller re same.

May 1,4,6-8,12,21,28,29 – 8.50 Hours at \$109.00/Hour

926.50

Expenses

Winsett – May 7 – 0.25 Hour at \$105.00/Hour		\$ 26.25	
Stenographic		149.00	
Reproductions		<u>3.15</u>	
			<u>178.40</u>
	TOTAL		\$ 2,568.90
SRF – Contract Administration	- 1,521.75		
SRF – Construction Inspection	- 1,047.15		

PROGRESS PAYMENT ESTIMATE

Project: New Source Well Completion and Distribution System Project

Owner: Sequoia Union Elementary School District
23958 Ave 324
Lemon Cove, CA 93244

Contractor: Travioli Construction, Inc.
13766 Ave 352
Visalia, CA 93292

Progress Payment No. 2
Date: July 3, 2020

No.	Item Description	Unit	Quantity	Unit Price	Extension	% of Unit	Quantity	Previous Estimate	This Estimate Amount	Total
1	Mobilization and Demobilization.	L.S.	L.S.	\$25,000.00	\$25,000.00	100%	L.S.	\$12,500.00	\$12,500.00	\$25,000.00
2	Utility Locating.	L.S.	L.S.	2,000.00	2,000.00	100%	L.S.	2,000.00	0.00	2,000.00
3	Sheeting and Shoring.	L.S.	L.S.	2,000.00	2,000.00	100%	L.S.	1,000.00	1,000.00	2,000.00
4	Clearing and Grubbing.	L.S.	L.S.	4,000.00	4,000.00	100%	L.S.	2,000.00	2,000.00	4,000.00
5	Furnish and Install (F&I) submersible well pump and electric motor.	L.S.	L.S.	14,000.00	14,000.00	50%	L.S.	0.00	7,000.00	7,000.00
6	F&I well pump discharge piping, appurtenances, flow meter, valving and pipe supports.	L.S.	L.S.	13,000.00	13,000.00	50%	L.S.	0.00	6,500.00	6,500.00
7	F&I well pump electrical system and lighting.	L.S.	L.S.	14,000.00	14,000.00	20%	L.S.	0.00	2,800.00	2,800.00
8	F&I 12,000 gallon hydropneumatic tank including foundation, inlet and outlet piping, drain piping, valves, painting, compressor systems and hydropneumatic tank appurtenances.	L.S.	L.S.	107,000.00	107,000.00	80%	L.S.	44,940.00	40,660.00	85,600.00
9	F&I hydropneumatic tank and chlorination system electrical and lighting systems.	L.S.	L.S.	17,000.00	17,000.00	20%	L.S.	0.00	3,400.00	3,400.00
10	F&I 4-inch PC 235 DR 18 C900 Polyvinyl Chloride (PVC) water pipeline and appurtenances.	L.F.	2,340	17.00	39,780.00	95%	0	23,868.00	13,923.00	37,791.00
11	F&I connection to existing water pipeline.	L.S.	L.S.	16,000.00	16,000.00	0%	L.S.	0.00	0.00	0.00
12	F&I connection to existing 2-1/2" water main.	L.S.	L.S.	3,000.00	3,000.00	0%	L.S.	0.00	0.00	0.00
13	F&I chlorination equipment and storage building.	L.S.	L.S.	18,000.00	18,000.00	20%	L.S.	0.00	3,600.00	3,600.00
14	F&I emergency eyewash station.	L.S.	L.S.	2,000.00	2,000.00	0%	L.S.	0.00	0.00	0.00
15	F&I fencing with concrete curb, including two (2) 4-foot wide pedestrian gates.	L.F.	282	53.00	14,946.00	0%	0	0.00	0.00	0.00
16	F&I 8-foot wide swing gates with concrete curb.	E.A.	4	750.00	3,000.00	0%	0	0.00	0.00	0.00
17	Site surface restoration and regrading.	L.S.	L.S.	7,000.00	7,000.00	0%	L.S.	0.00	0.00	0.00
18	F&I decomposed granite site surfacing and base.	L.S.	L.S.	3,000.00	3,000.00	0%	L.S.	0.00	0.00	0.00
19	Existing water well electrical panel replacement.	L.S.	L.S.	11,000.00	11,000.00	20%	L.S.	0.00	2,200.00	2,200.00
20	F&I water distribution system improvements.	L.S.	L.S.	5,000.00	5,000.00	20%	L.S.	0.00	1,000.00	1,000.00
21	F&I well, hydropneumatic tank and distribution system flushing, disinfection and water disposal.	L.S.	L.S.	4,000.00	4,000.00	0%	L.S.	0.00	0.00	0.00
CCO1	Increase to original Contract price due to the increase in labor and material costs from the Project Bid date to the date of the Contract award.	L.S.	L.S.	13,948.00	13,948.00	20%	L.S.	0.00	2,789.60	2,789.60

Contractor

Date

Total Earned

Devin D. Keller
Project Engineer

03 July 2020
Date

Less Retention (5%)

Net Earned

Less Previous Payment

Amount Due

\$185,680.60

9,284.03

176,396.57

(81,992.60)

\$94,403.97



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 15, 2020
TOPIC: The Reopening of our Schools Committee recommends the adoption of Plan-A for our plan to return students to school. Plan-B and Plan-C have also been included for our discussion.

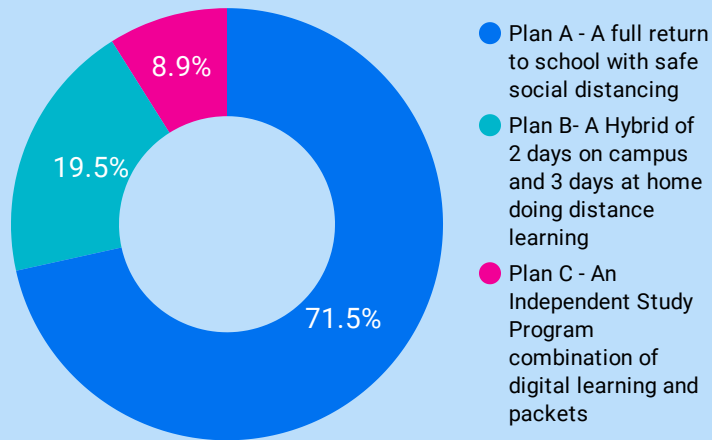
Small School, Big Heart



Family Responses

123

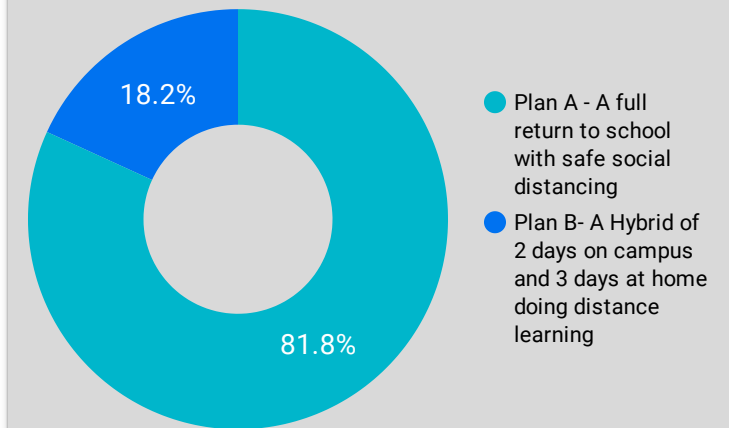
Families 1st choice in returning to schools



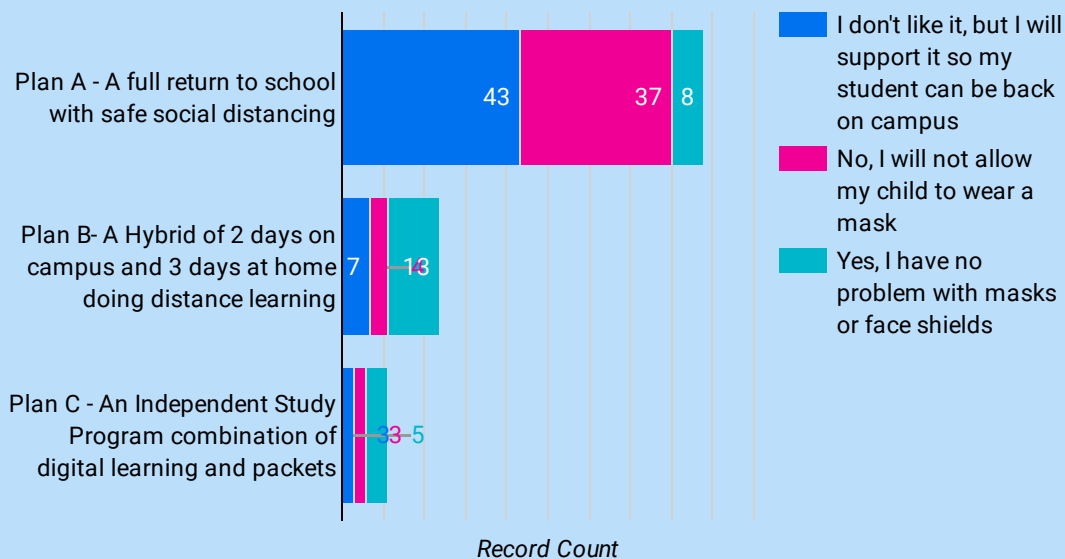
Staff Responses

22

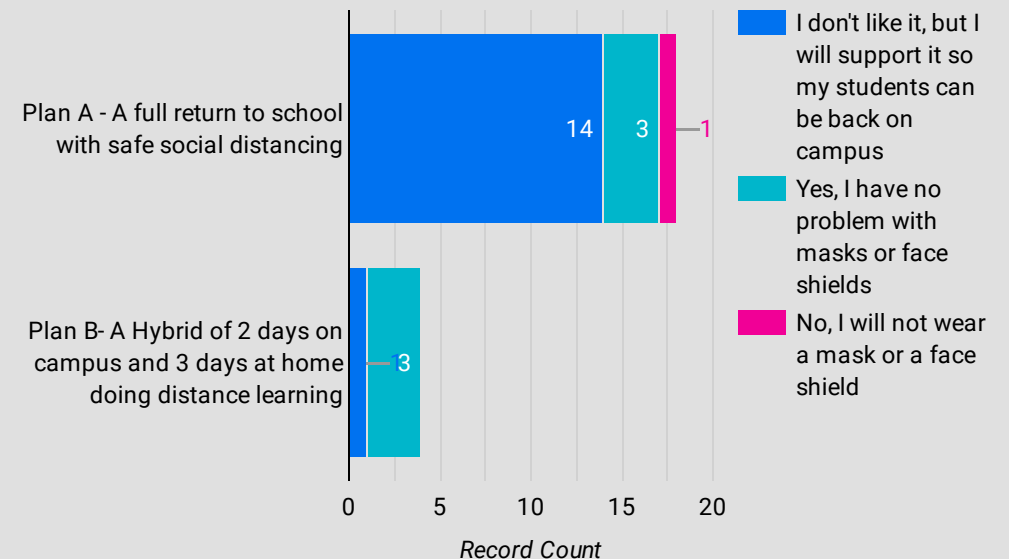
Staff 1st choice in returning to schools



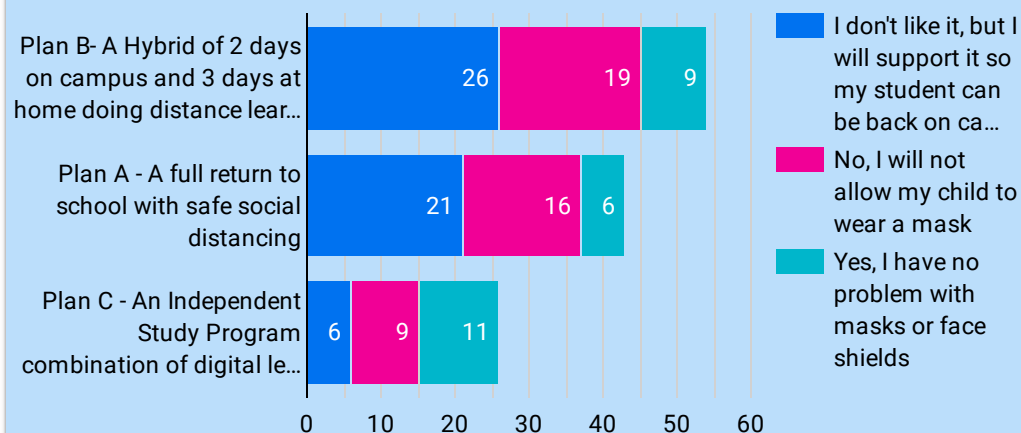
Families 1st choice in returning to schools and their willingness to have learners wear masks



Staff 1st choice in returning to schools and their willingness to wear masks

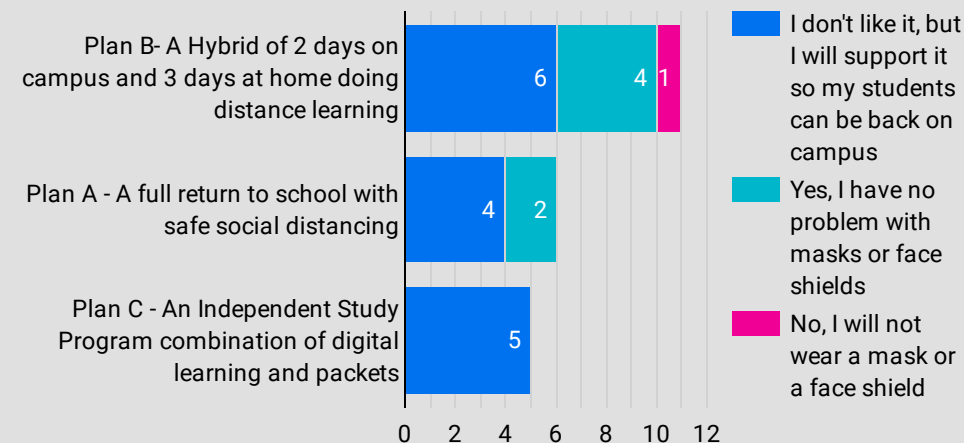


Families 2nd choice in returning to schools and their willingness to have learners wear masks



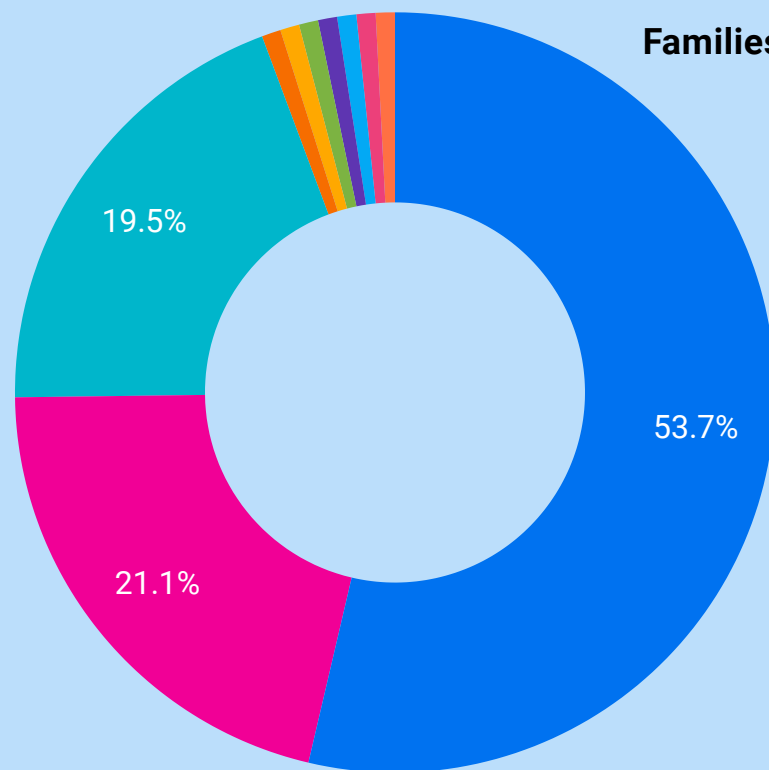
Note. Several respondents chose Plan A as their first and second choice.

Staff 2nd choice in returning to schools and their willingness to wear masks



Note. Several respondents chose Plan A as their first and second choice.

Families willingness to drop their students off and pick them up from school



Note. No = Students will need to ride the bus. Yes = parents can drop off. The option of other was included, each response is shown individually.



Return to School Plan-A:

Plan A: Return to School while Safely Social Distancing at 6 feet apart as practicable, with all students wearing face shields or face masks, and students in each grade level, 5 days a week:

The California Legislature passed Senate Bill 98, signed by Governor Gavin Newsom on June 29, 2020, which expresses a strong preference to provide in-person instruction to students to the extent possible during the 2020-2021 school year. Therefore, the District plans to open its campus for in-person instruction. This reopening plan will be a challenge to implement as orders from the Governor, the State, and applicable federal, state, and local public health directives and guidance (“Public Health Directives”) are constantly changing and evolving. As a result, the District may decide to implement distance learning instruction to students as needed during the course of the school year.

This reopening plan is also not without risk. According to the Centers for Disease Control and Prevention, person-to-person spread of the COVID-19 virus from or to children, as among adults, is thought to occur mainly via respiratory droplets produced when an infected person coughs, sneezes, or talks. Because people may have and transmit the COVID-19 virus without showing any symptoms, it takes all of us working together to implement best practices to prevent the spread of this virus, so we can safely reopen schools.

This plan implements the following measures in good faith to meet the requirements of Senate Bill 98, Public Health Directives to minimize transmission of the virus at schools, and to serve the needs of our community while prioritizing the health and safety of our staff and students.

Physical/Social Distancing

Classrooms will be designed to promote optimum physical spacing between individuals of 6 feet as practicable. Classrooms will distance teachers and their desks 6 feet apart from students and some student desks will be 3 to 6 feet apart from each other. Every time students enter or leave the classroom they will be taught to physically distance from each other at 6 feet apart or more as practicable.

Face Coverings

Per State mandate, staff and students will be required to wear face coverings in all classrooms. Face masks will be provided to all students by the District. The face shield or face mask will be worn outside during recess and lunch when physical distancing is not feasible. Some staff and students may not be able to wear a face covering for medical reasons, and they may be exempt from wearing a face covering based on Public Health Directives.

Hand Washing and Positive Hygiene Behaviors

The District will ensure soap and water is available at age-appropriate outdoor hand washing facilities as well as provide hand sanitizing stations. All students and staff should practice good hygiene by regularly washing their hands with soap for a minimum of 20 seconds. Students will be instructed to use hand sanitizer before entering the classroom.

All students and staff should cough or sneeze into tissue, handkerchief, their shirt sleeve or elbow. Students and staff shall not handshake or hug but instead use alternative verbal expressions and gestures; these could include nodding, touching your heart, bowing, saluting or other gestures.

Students are encouraged to bring personal water bottles instead of using drinking fountains and to not share their water bottles.

Campus staff will monitor how many students go into the bathrooms at one time and keep the number of students in the bathroom limited to no more than two, as feasible.

During class time, teachers will monitor how many students use the restroom and a daytime custodian will clean the restrooms frequently throughout the day, focusing on cleaning commonly touched surfaces, and ensuring a full cleaning and sanitization at the end of the school day or prior to school beginning. (Additional custodial staff will be provided to make this possible).

Ventilation

Staff will open outside doors and windows to increase air circulation in each classroom and area. Staff will be instructed to not use cleaning products near children, and staff should ensure that there is adequate ventilation when using these products.

Recess and Lunch

Recess will be done in cohorts of K-2, 3-5, and 6-8. The District is still waiting for updated Public Health Directives regarding use of play structures. These structures are currently closed but may be reopened on sunny days depending on future guidance. Play equipment will not be shared between students and must be cleaned by staff between recesses.

Lunch will be done in cohorts of K-2, 3-5, and 6-8. At Lunch, there will be 2 designated areas with supervision using both indoor and outdoor options.

During recess and lunch, students and staff will physically distance at 6 feet apart or more, as feasible, and will wear face coverings when not eating unless they have met an approved exception, as discussed above.

Physical Education

P.E. will continue as normal as much as possible but on the extreme heat days shaded areas will be erected for outside use and the focus will be on health topics and yoga rather than activities. (Students will physically distance at 6 feet or more during P.E., as feasible, and wear face coverings unless they have met an approved exception, as discussed above).

Music and Singing

Due to the spread of COVID-19 through respiratory droplets, the District is waiting for further health guidance about the act of singing or use of wind instruments at schools.

Transportation

Personal vehicle transportation or walking to school is preferred for as many students as possible, rather than riding the bus. All inter-district and district parents will be surveyed to see if they are willing to drive students to school to reduce exposure on the bus. This will need to be determined so bus drivers can create their route. Temperature checks will be required for all bus riders upon entering the bus. We will also provide hand sanitizer as they get on the bus.

Entering School

There will be 4 entry points for students entering campus. The bus riders will enter by the bus barn. Three additional entry gates will be utilized: Junior high students will enter through the gate by the office and head straight to the Junior High wing and hang out until the bell rings. K-2 students will enter in the gym through the east doors and head to the playground/blacktop area. Grades 3-5 students will enter through the west gates and then go out to the basketball courts and field. We will have staff placed strategically to help direct traffic for cars entering the parking lot.

When the bell rings Grades 3-5 students and Grades 6-8 students will head directly into the classroom (they will get hand sanitizer as they enter) and wait for the flag salute. K-2 students will line up physically distanced on the black top and wait for the flag salute. The Flag salute will be done over the intercom.

Health Screening

At the start of the school day, students will be briefly required to answer health questions (e.g., are you or a family member sick or showing symptoms) and have their temperature checked by their teacher, as feasible. Each teacher will have a touchless thermometer. Students will be monitored throughout the day and temperature checks may be conducted again between recess and lunch.

At the end of the school day bus riders and after school students will be dismissed at 2:40 pm and go directly to the bus or room 12. They must wear a face shield or face mask unless an exception has been approved as discussed above.

The pick-up line for non-bus riders will extend from in front of the gym all the way through the parking lot. We will have staff placed strategically to help direct traffic for cars exiting the parking lot. Non-bus riders must wear a face shield or face mask when exiting the school unless an exception has been approved as discussed above.

K-2 students are dismissed at 2:40 pm with their teachers and can go out to the pick-up line. If K-2 students have older siblings, they will go to the gym to wait. Staff will help move the pick-up line along and other staff will be in the gym watching students.

Grades 3-5 students are dismissed at 2:50 pm with their teachers and can go out to the pick-up line. If they have younger siblings, they will go the gym, pick-up the siblings, and then go to the pick-up line. If they have older siblings, they will go to the gym to wait. Staff will help move the pick-up line along and other staff will be in the gym watching students.

Grades 6-8 students are dismissed at 3:00 pm with their teachers and can go out to the pick-up line. If they have younger siblings they will go to the gym, pick-up the siblings and then go to the pick-up line. Staff will help move the pick-up line along and other staff will be in the gym watching students.

Parents/guardians will stay in their car and wait for their students in a cooperative and collaborative manner. Parents/guardians with students in multiple grade cohorts should review the above dismissal plans to determine when to arrive. For example, parents/guardians with at least one student in grades 6-8 will be asked to wait until 3 pm to come pick up their group of students.

Visitors and Volunteers

At this time, the District is limiting non-essential visitors, volunteers and activities involving other groups/communal activities. Parents/guardians and other non-staff, non-student family members will not be permitted on campus unless they get pre-approval from the District Superintendent/Principal. Parent/Guardians will be encouraged to contact teachers and staff via telephone, text or email.

Counseling and Social-Emotional Learning

Attention to social-emotional wellness is a crucial part of ensuring health and safety during a prolonged pandemic. The District and its staff will be working on ways to communicate social-emotional learning with students in the classroom. If a student needs counseling the District encourages the parent/guardian or the student to speak with their teacher or any staff member so the District can arrange the time and method (i.e. virtually or in-person) of delivering individual or group counseling.

COVID-19 Liaison

A staff liaison or liaisons will be designated by the District to be responsible for responding to COVID-19 concerns and answer questions regarding this Reopening Plan and any newly developed practices, procedures, and trainings related to COVID-19. The liaison(s) will be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

First Day of School:

Teachers and staff return to campus August 3rd – 6th for classroom prep and training. Students will come for the first day of school on August 7th. We will have minimum day schedules from August 7th through the 12th and provide student orientation trainings on safety/hygiene protocols each day. Students will be able to meet their teachers, run through new protocols and get training on physical distancing, wearing and cleaning face coverings, and hand washing. Training materials will be shared with parents/guardians to help emphasize appropriate behaviors at home. August 13th will be a regular day schedule.

Plan B: Return to School safely as per CDC Social Distancing Guidelines, but in a hybrid of 2 days per student on-campus and digital learning from home the other 3 days:

Classrooms will be set up per CDC guidelines to do 6 feet apart social distancing. This will allow for half of the classroom enrollment of students to be in the classroom at one time. Due to this limited amount of enrollment, students will be on campus 2 days a week. One cohort of students will be on Tuesday and Wednesday groups. A separate cohort of students will be on Thursday and Friday groups. Teachers would train students on the first day of school to social distance at 6 feet apart and model how to do that inside the classroom. Face masks will be provided for students, and students will wear face masks while on campus (exceptions will be made for medical issues for some students). While in the classroom, students will sit behind a Plexiglas shield and can remove their face mask. If students leave their desk, they will put on the face mask. Student temperatures will be taken daily as students enter the bus, or as they enter campus with non-touch thermometers that scan the student for a body temperature. If

students are running a temperature they will be referred to the Main Office for evaluation and possibly sent home. Students will have a 15-minute recess each day with their grade level cohorts (Tk;1-2; 3-5; 6-8). The Administration will model for students how to social distance on the playground. Play structures and equipment will be cleaned between recesses. At Lunch, there will be 2 designated areas with supervision using both indoor and outdoor options. Lunch will be done by K-2, 3-5, 6-8.

Parents can pick up student lunches at the school site on the days that students are doing Distance Learning from home. Restrooms will be re-deep cleaned multiple times during the school day. Classroom cleaning supplies will be provided in each classroom and Teachers will model for students how to safely clean their desk top, computer keyboard, and other personal items to be left in the classroom each day. At night, custodial staff will deep clean each classroom. Bus drivers will deep clean buses at night. All students will receive distance learning lessons on the days they are not on campus. Monday's would be Teacher Professional Learning Day and they would create all of the digital lessons to push out for that week. Students will still receive digital lessons on Mondays and on the two other days of the week they are at home doing distance learning. The District will supply students with a Chromebook and a Wi-Fi hotspot if no home computer or internet is available.

Plan-C: Independent Study:

The District will check out chromebooks to students and will provide Wi-Fi hotspots to students who don't have internet at home. This will be an independent study program and will not be the same distance learning that was provided during the Spring Closure. The Independent Study program will have minimal teacher oversight and contact. The Independent Study program will still have an equal amount of work for students to accomplish through District Digital platforms that are accessible via CLEVER and through work packets. The Independent Study contracts can be reviewed and students can be re-enrolled in on-campus learning if the parent choses to change the placement at the end of each trimester.

The Committee recommends the District move forward with Plan-A

On July 8th, 2020, a motion was made by School Site Council member, Mrs. Machado to recommend to the Sequoia Union Board of Trustees that we return our students to school fully under Plan-A. The motion was seconded by teacher, Mrs. Karjala. The motion carried unanimously.

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: The Board will review a COVID-19 mitigation flowchart for handling positive test results and procedures for exposed employees and students. The District Board will consider adopting a resolution and a notice to parents regarding health and safety measures being implemented due to COVID-19 at Sequoia Union Elementary School District.

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: The Reopening of our Schools Committee recommends the adoption of the 2020-21 District Calendar, Draft #3.

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note: In the event that we have a full day off for weather related issues during the 2020-2021 school year, June 7, 2021 last student day with an 12:45 dismissal.

You can find this information and more on our website:
www.sequoiaunion.org

Special Dates

August 6 - Back to School Night
November 13 - Trimester I Ends
February 26 - Trimester II Ends
May 20 - Open House - Minimum Day 12:45
June 4 - Last day of School
June 4 - Trimester III Ends

Parent / Teacher Conferences

Dismissal 12:45
October 5-9, 2020

Class of 2021 Graduation
Thursday, June 3, 2021
Ceremony

October 12-16 - Fall Break

November 23-27 - Thanksgiving Break

December 21- January 1 - Winter Intersession
March 29- April 9 - Spring Intersession

Grading Periods

Aug. 7 - Nov. 13 64 Days
Nov. 16 - Feb. 26 57 Days
March 1 - June 4 59 Days

Progress Report

Trimester 1 - Sept. 18
Trimester 2 - Jan. 15
Trimester 3 - April 23

Staff Development Days

No School
August 3&4 Staff Development Days
August 5 & 6- Teacher Work Days
June 7 - Teacher Work Day

School Board Meeting Dates

August 13, 2020
September 10, 2020
October 8, 2020
November 12, 2020
December 10, 2020

January 14, 2021
February 11, 2021
March 11, 2021
April 15, 2021
May 13, 2021
June 10, 2021
June 23, 2021

School Begins

Aug. 7- First Day of School

School Ends

June 4- Last Day of School

Regular Day

School Starts - 8:20
School Ends - 3:00

Minimum Day

School Start - 8:20
School Ends - 12:45

District Holidays

July 4 - Independent Day

Sep 7 - Labor Day

November 11- Veteran's Day

Thanksgiving - November 23-27

December 25 - Christmas

January 1 - New Year's Holiday

January 18 - Martin Luther King Jr.

February 8 - Lincoln's Birthday

February 15 - President's day

April 2 - Good Friday

May 31 - Memorial Day

Minimum Days

August 7th, August 10th - 12th, 2020

Wednesday, August 12, 2020

Wednesday, August 19, 2020

Wednesday, August 26, 2020

Wednesday, September 2, 2020

Wednesday, September 9, 2020

Wednesday, September 16, 2020

Wednesday, September 23, 2020

Wednesday, September 30, 2020

Monday, October 5th - Friday, October 9, 2020

Wednesday, October 21, 2020

Wednesday, October 28, 2020

Wednesday, November 4, 2020

Wednesday, November 18, 2020

Wednesday, December 2, 2020

Wednesday, December 9, 2020

Wednesday, December 16, 2020

Wednesday, January 6, 2021

Wednesday, January 13, 2021

Wednesday, January 20, 2021

Wednesday, January 27, 2021

Wednesday, February 3, 2021

Wednesday, February 10, 2021

Wednesday, February 17, 2021

Wednesday, February 24, 2021

Wednesday, March 3, 2021

Wednesday, March 10, 2021

Wednesday, March 17, 2021

Wednesday, March 24, 2021

Wednesday, April 14, 2021

Wednesday, April 21, 2021

Wednesday, April 28, 2021

Wednesday, May 5, 2021

Wednesday, May 12, 2021

Wednesday, May 19, 2021

Thursday, May 20, 2021

Wednesday, May 26, 2021

Friday, June 4, 2021

District Holidays**Minimum Days****Intersession Dates****Special Dates****Staff Development Days****School Board Meetings**

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: If a school District is going to employ a teacher who is teaching outside of their teacher credential area on a limited assignment permit, then that District must submit a new Declaration of Need Form (Form C.L. – 500) covering the anticipated needs of permits for the year beginning July 1, 2020. The Declaration of Need must be adopted by the Governing Board as an action item.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-21
Revised Declaration of Need for year: 2020-21

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Sequoia Union Elementary School District District CDS Code: 54 72116 070000000
Name of County: Tulare County County CDS Code: 54 10546 5430061

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 07 / 15 / 2020 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

Ken Horn

Name

Ken Horn

Signature

Superintendent

Title

559-564-2136

Fax Number

559-564-2106

Telephone Number

July 15, 2020

Date

23958 Ave. 324, Lemon Cove, CA. 93244

Mailing Address

kenhorn@sequoiaunion.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	0 _____
Bilingual Authorization (applicant already holds teaching credential)	0 _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	0 _____
Teacher Librarian Services	0 _____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	0
Special Education	0
TOTAL	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☒ No ☐

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? ¹ _____

If yes, list each college or university with which you participate in an internship program.

Tulare County Impact Program

National University

Fresno Pacific

If no, explain why you do not participate in an internship program.

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: Annually, School Districts must file a Statement of Need for Emergency 30-day Substitute Teachers, or Emergency Designated Subjects Voc. Ed. 30-day permits, and must complete a single Statement of Need form (C.L.505a) each school year.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

- ☒ The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

- ☐ The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

- ☒ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

- ☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

	Sequoia Union E.S.D.	07/15/2020
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>

<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: S.B. 858: Substantiation of Need for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves. Ed. Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties.

District: Sequoia Union Elementary
CDS #: 54-72116

2020/2021 Budget Attachment

Substantiation of Need for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties..

Combined and Unassigned/Unappropriated Fund Balances (Resources 0000-1999, Objects 9780, 9789 and 9790)			
Form	Fund		2017-18 Budget
01	General Fund/County School Service Fund	Form 01	\$1,386,812.12
17	Special Reserve Fund for Other Than Capital Outlay Projects	Form 17	\$0.00
Total Assigned and Unassigned Ending Fund Balances			\$1,386,812.12
District Standard Reserve Level		Form 01CS Line 10B-4	4%
Less District Minimum Recommended Reserve for Economic Uncertainties		Form 01CS Line 10B-7	\$154,158.76
Remaining Balance to Substantiate Need			\$1,232,653.36
Substantiation of Need for Fund Balances in Excess of Minimum Recommended Reserve for Economic Uncertainties			Amount
Fund	Descriptions		
010	Modernization of Facility including Main Office		\$332,653.36
010	LCFF Revenue Uncertainties		\$400,000.00
010	Board Fund Balance Policy Requiring Available Reserves		\$500,000.00
	Insert Lines above as needed		
Total of Substantiated Needs			\$1,232,653.36
Remaining Unsubstantiated Balance			\$0.00

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020
TOPIC: Interdistrict transfer OUT for two students who live in Sequoia Union Boundary, but parents have taken them to Rocky Hill School in Exeter since they began Kindergarten.

**Interdistrict OUT
For Board Approval
2020-2021 School Year**

Month: July

Home District Sequoia Union

Student Name	Grade	District of Choice	Continuing/New
Tallie Wilbur	2 nd	Exeter Unified/Rocky Hill	Continuing: Currently attending RH
Tylee Wilbur	1 st	Exeter Unified/Rocky Hill	Continuing: Currently attending RH

Sequoia Union School District
 Ken Horn, Superintendent
 23958 Avenue 324
 P.O. Box 44260
 Lemon Cove, CA 93244
 (559) 564-2106

**INTERDISTRICT ATTENDANCE AGREEMENT
 2020 - 2021**

This agreement, made and entered into this 15th day of July 2020 pursuant to Education code Section 10801, by and between the Governing Board of Sequoia Union School District of Tulare County and the Governing Board of Exeter Unified School District.

IT IS MUTUAL AGREED AS FOLLOWS:

1. Exeter Unified School District agrees to accept, insofar as facilities permit, the following-named pupils from Sequoia Union School District:

1. Tallie Wilbur	Grade 2 nd
2. Tylee Wilbur	Grade 1 st
3.	Grade
2. Exeter Unified School District agrees to furnish said pupil(s) the same advantages, equipment, supplies, and services as furnished to other pupils in attendance at this school, excluding transportation.
3. CHECK 'A' OR 'B' AS APPLICABLE:

A. <u> ✓ </u>	No tuition Charge: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Sections 20904 or 20905 (Education Code 10813-2b).
B. <u> </u>	Tuition Charges: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program less any income, other than tuition, received by the District of attendance on account of such attendance. Any tuition payment shall be made no later than August 31, after the close of the fiscal year (Education Code 10812-2a).
4. This Agreement is effective only for the school year beginning July 1, 2020, and ending June 30, 2021, and neither party is bound by said Agreement or any of the covenants herein contained after the expiration of said school year; provided, however, Sequoia Union School District may terminate this Agreement at any time for any reason upon giving ten (10) days prior written notice to the district of residence, to the pupil and to the pupil's parents or guardian.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

GOVERNING BOARD OF SEQUOIA UNION

By: Ken Horn
 Title: Superintendent
 Date: July 15, 2020

By: _____
 Title: Board Clerk
 Date: _____

*One copy of this Agreement should be retained by each of the districts executing this Agreement.



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 25, 2020

TOPIC: Subsequent Need (Emergency) addition to Agenda.
This is the request to approve the Renaissance Learning renewal of digital curriculum for the 2020-21 school year. The purchase needs Board approval since it exceeds \$4999.

Small School, Big Heart

RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Renewal Invoice
Subscription Ends: 6/30/2020

Quote #: RPRNQ2261505*

Sequoia Union Elementary School District - 275502

PO Box 44260
Lemon Cove, CA 93244-0260
Contact: Velinda McBride - (559) 564-2106
Email: velindam43@gmail.com

Created: 02/29/2020

Reference ID: 399467

Quote Summary

School Count: 1

Renaissance Products & Services Total	\$8,239.25
Sales Tax	\$0.00
Grand Total	USD \$8,239.25

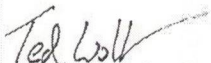
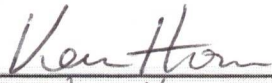
Pricing and discounts are subject to change if alterations are made to this quote.
Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.

This Quote and your use of the Applications, the Hosting Services and Services are subject to the terms and conditions you or your state department, district, purchasing cooperative or archdiocese previously agreed to with Renaissance which terms and conditions are incorporated herein. To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: ☐

Renaissance Learning, Inc.	Sequoia Union Elementary School District - 275502
	By: 
Name: Ted Wolf	Name: Ben Horn
Title: VP - Corporate Controller	Title: Superintendent
Date: 02/29/2020	Date: 2-17-2020
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036

Fax: (877)280-7642

Email: electronicorders@renaissance.com

Phone: (877)444-3172

*This quote is valid for 30 days. It may have been previously sent with a different reference number, and may reflect changes made in the past 30 days. Alterations to this quote will not be honored without Renaissance Learning approval. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order. Standard payment terms are net 30 days from invoice date.



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

TO: Board of Trustees
FROM: Ken Horn, Superintendent-Principal
DATE: July 15, 2020
TOPIC: Subsequent Need (Emergency) addition to Agenda.
This is the PowerSchool renewal, which renews 8/17/20, but the purchase needs to be processed now to get the current updates installed in the Student Information System prior to the start of the school year.

Small School, Big Heart



150 Parkshore Dr, Folsom, CA
95630
Remit Email:
renewals@powerschool.com
FAX: (916) 288-1588
Quote Date: 4/22/2020
Quote #: Q-303430-1

Prepared By: Vaishali Bajaj
Customer Name: Sequoia Union Elementary
Contract Term: 12 Months
Start Date: 8/17/2020
End Date: 8/16/2021

Customer Contact: Velinda McBride
Title: Office Manager
Address: 23958 AVE. 324
City: Lemon Cove
State/Province: California
Zip Code: 93244
Phone #: (559) 564-2106

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 8/17/2020 - 8/16/2021				
License and Subscription Fees				
PowerSchool SIS Hosted Subscription	350.00	Students	USD 10.98	
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 424.36	
PD+ Subscription	350.00	Students	USD 9.09	

License and Subscription Totals: **USD 7,448.86**

Quote Total

Initial Term	8/17/2020 - 8/16/2021
Initial Term Total	USD 7,448.86

On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice.

All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement.

This renewal quote will continue to be subject to and incorporate the terms and conditions found at <https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf>.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.