



**Sequoia Union Board of Trustees
Notice of a Regular Board Meeting
May 14, 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 (P. Jensen)
(Supporting Documents Included)

5.2. Student Achievement - Distance Learning Update (P. Jensen)
(Supporting Documents Included)

5.3. Staffing Update for 20-21 (P. Jensen)
Contracted positions changes, there will be a staff change in the Psychologist serving our district. A new SPED teacher will also be assigned. Velinda McBride will be retiring. The board and administration is working on a plan to staff the junior high with 5 teachers to address the large class size of the current year's 6th grade class.



- 5.4. Charter model (P. Jensen)
(Supporting Documents Included)
- 5.5. Enrollment Projections (P. Jensen)
(Supporting Documents Included)
- 5.6. 20-21 Preliminary Budget Discussion (V. McBride)
(Supporting Documents Included)
- 5.7. Succession Plan (P. Jensen and V. McBride)
(Supporting Documents Included)
- 5.8. Intent to Return Survey (P. Jensen)
Consideration of the process to identify if families intend to return in the fall for the purposes of estimating enrollment. Possible ideas may include leveraging teachers to check in with the families on their rosters as a starting point.
- 5.9. Review of survey to explore possible models for reopening the school in the fall (P. Jensen)
(Supporting Documents Included)
- 5.10. Graduation Plan (Submitted by Mrs. Keller)
Plans still continue to be discussed. Possible options might include postponing graduation until later in the summer or a students and teachers only graduation ceremony adhering to social distancing. If this option is pursued, then consideration would be given to having a photographer and videographer to document the occasion. Also, the possibility of live streaming the event. Planning conversations continue.
- 5.11. Diploma signatures
Board members will need to visit the office and sign the diplomas by June 1.

6. CONSENT ACTION ITEMS

- 6.1. Approval of the Regular Meeting Minutes for April 2, 2020
- 6.2. Approval of the Special Meeting Minutes for April 9, 2020
- 6.3. Approval of the Special Meeting Minutes for April 15, 2020
- 6.4. Approval of the Special Meeting Minutes for April 16, 2020
- 6.5. Approval of the Special Meeting Minutes for April 20, 2020
- 6.6. Approval of the Special Meeting Minutes for May 4, 2020
- 6.7. Cafeteria Report
- 6.8. Approval of Bills
- 6.9. Approve Payroll
- 6.10. Approve Budget Report



7. OTHER ACTION ITEMS

7.1. Elections Resolution

7.2. Approval of 8th Grade Graduating Class (student names provided to the Governing Board, but not provided in packet to protect confidentiality)

7.3. Approval of employment agreement with Superintendent

8. Closed Session

8.1. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
(Government Code section 54957)
Title: Superintendent

8.2. CONFERENCE WITH CONTRACT NEGOTIATOR
(Government Code section 54957.6)
Name of negotiator: James McNulty & Nicole Ray
Unrepresented employee: Superintendent

8.3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT
(Government Code section 54957)

8.4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957.9)
Title: Superintendent

9. ADJOURNMENT

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.1 Superintendent's Report:
Mr. Jensen will present

Agenda Item 5.1

Response to School Board Meeting scheduled for 14 May

3.1 Superintendents Report:

1. I have shared with the School Board on a regular basis on the information received from County Superintendent Hire and other Superintendents as we work together listening to State Superintendent Thurman, the CDC and the Governor's Office on next moves related to the COVID – 19 situation, School Budgets, and the opening of schools this coming fall.
2. The Contractor has begun the process of installing the piping and the tank. After 8 years the Well Project is underway to be completed.
3. State and Federal Report dates were pushed back to Dec 15, 2020.
4. I am working on the COVID-19 Impact Report with Input from Staff and others.
5. Budget and related information will be addressed in other sections of this meeting.

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.2 Student Achievement – Distance Learning Update:
 Mr. Jensen will present

Agenda Item 5.2

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Sequoia Union Elementary School District	Perry D. Jensen Superintendent/Principal	pjensen@sequoiaunion.org (559) 564-2106	

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Upon seeing that the district would be moving into “Shelter in Place” the LEA started to consider what that would look like. Whether it would require the use of technology or paper packets, or both. An immediate assessment for technology needs was conducted by the Librarian/IT and a sufficient number of “Hot Spots” were ordered. By the weekend prior to the School Board Meeting to transition over to “Distance Learning” educational staff had determined what their educational delivery method would be, had presented same to students, and were prepared to distribute necessary technology to continue educating our students. TK-2 were to be taught through packets. Third grade through Eighth grade were to be taught through technological means. Teachers quickly developed their procedures on how they would make regular contact with their students. These included available programs such as seesaw, zoom, video development, and cell phones/landlines to maintain contact and provide supports. Administration provided regularly recorded announcements to families to address new information and otherwise promote staying in contact with teachers and the school.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Our ELD Coordinator is in regular contact with the students, their families and the teachers to ensure that these student’s academic needs are being met. Additionally, the ELD Coordinator contacts these parents to ensure basic subsistence needs are being met when and where necessary. Low income students are receiving the same support as other students, and have access, as do all students to 10 meals per week (5 breakfasts/5 lunches – Grab & Go Meals). Teachers make regular contact by all means possible and or necessary to support student learning. The LEA does not have Foster Youth.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

As previously stated, the LEA has made every effort to provide a quality education through “Distance Learning.” Teachers who are working through technological means have been developing video lessons that students can watch and refer back to as needed. They are messaging and or calling their students, and video conferencing with students to interact through “Live Chats.” The Administration is able to review the work that is being accomplished by students as well as see the extensive effort made by teachers to provide full and meaningful educational experiences for their students. Technology Support continues to repair and maintain portable devices so that if a student’s Chromebook malfunctions, that a one-for-one exchange can be made through the front office. Hotspots and Hapara software are routinely monitored to ensure proper use of technology by students (as would be done at school). Teachers that are working through packets with students are maintaining phone and or other electronic means of contact with students to provide support as needed. Special Education is working one-on-one with SpEd students, striving to provide an equivalent level of support through electronic means, as individual direct interaction is not a possibility. Classified Support Staff continue to support the teachers by whatever means is necessary. They make support calls, and work on documents that have been requested by the teacher(s) with whom they work. The transition to Distance Learning has not been without its pitfalls, and the staff has made the necessary accommodations with each learning event.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Meals are being provided at Sequoia Union School District by the Cafeteria Staff during the time that the school would normally be in session. The working staff maintains Social Distancing at all times and practices the standard food safety and COVID-19 protocols for hand-washing. Breakfast and lunch are being made in the cafeteria and distributed curbside outside on a “Grab and Go” basis. All the usual meal requirements are being met – the proper amounts of fruit and vegetables, grains, protein and milk. They are then packed in lunch bags for any student or community children in the district up to the age of 18.

Parents have been notified that meals are distributed on Mondays and Wednesdays between the hours of 11:30 a.m. and 12:30 p.m. The meals on Monday cover Monday lunch through Wednesday breakfast. Meals on Wednesday cover Wednesday lunch through Monday breakfast. Parents pull up in the driveway in front of the cafeteria and do not get out of their but let us know the number of children they have and their names. We ask them if they have a refrigerator for milk and perishables. All of this is done from at least 6 feet of distance. We then gather the meals needed and put them on a table that sits curbside. We retreat and the parent or child retrieves the meals from the table.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The LEA determined what its ability to provide care under the present circumstances would look like. Much consideration was given with regards to first responders families, and then families who might otherwise need support. We were prepared to meet this need should it arise. However, to date there has been no request for support of this nature.

Additionally, teachers are keeping constant contact going with students. Any students or families with whom there has been little or no contact, or other issues of concern has prompted the LEA to drive by the physical address, contact other family members, our internal psychological services staff, and or Sequoia Youth Services to check on the physical health and welfare of the students.

California Department of Education
May 2020

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.3 Staffing Update for 20-21:
Mr. Jensen will present

Agenda Item 5.3

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.4 Charter Model:
Mr. Jensen will present

Agenda Item 5.4

Option	By August	By September	By October	Notes
District Charter	<p>Meet with Woodlake and Exeter Unified School District to negotiate MOU for Inter-District Transfers.</p> <p>Begin the writing process for justification of the District Charter</p> <p>Consider if Lozano-Smith or Young-Minney & Corr would provide the best legal advice as the District moves forward.</p> <p>Contact the TCOE Business Office to begin seeking their approval.</p>	<p>Finish negotiations with Woodlake and Exeter. If they agree-the school can move forward. If they don't, the school cannot move forward.</p> <p>Continue writing the District Charter Petition.</p> <p>Continue work with legal office.</p> <p>Continue working with TCOE Business Office.</p>	<p>Submit District Charter Petition to the TCOE and to the State</p>	<p>The state's acceptance of the District Charter Petition hinges strongly on the support and approval of the TCOE. Upon acceptance of the petition, the TCOE will become the District's oversight and authorizer.</p>
Dependent Charter	<p>Meet with Woodlake and Exeter Unified School District to negotiate MOU for Inter-District Transfers.</p> <p>Update the justification for the Dependent Charter.</p> <p>Contact the TCOE Business Office to begin seeking their approval.</p>	<p>Finalize MOU's with Woodlake and Exeter. If they do not approve the MOU's then the District cannot move forward with Charter Renewal.</p> <p>Finish writing the updated Dependent Charter Document.</p> <p>Continue working with TCOE Business Office.</p>	<p>Submit the Dependent Charter Petition to the TCOE for their records.</p>	<p>Approval of the Dependent Charter hinges on creation of the MOU's and the Dependent Charter's financials being approved by TCOE.</p>
Return to a District	<p>Begin discussions with Lozano-Smith about how to close out the Charter.</p> <p>Begin discussions with TCOE Business Office on how to draw down.</p>	<p>Work with TCOE Business Office to determine new budget for the 2021-2022 School year and forward.</p> <p>Continue work with legal to ensure the Charter is closed appropriately.</p>	<p>Start working on a new budget plan based on a substantially decreased ADA.</p>	<p>Due to decline student populations in California and current financial realities, it is recommended that this option be kept fluid in case it becomes the reality of the District.</p>

SEQUOIA UNION SCHOOL DISTRICT
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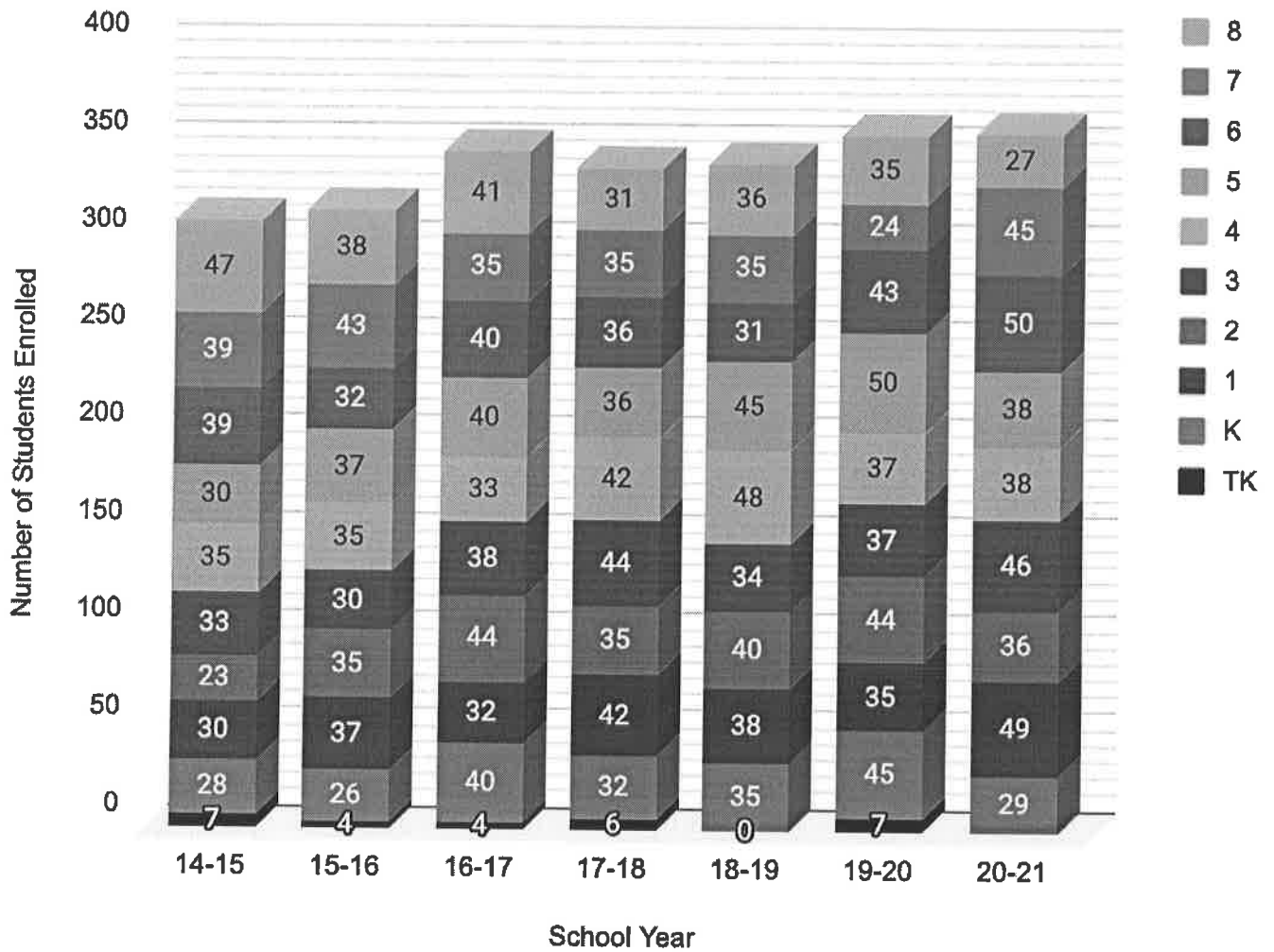
V. REPORTS AND DISCUSSION:

Agenda Item 5.5 Enrollment Projections:
Mr. Jensen will present

Agenda Item 5.5

Enrollment History and Projections

Sequoia Union Enrollment by Grade Level



SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.6 20-21 Preliminary Budget Discussion:
Velinda Mc Bride will present

Agenda Item 5.6

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.7 Succession Plan:
 Mr. Jensen and Velinda Mc Bride will present

Agenda Item 5.7

Succession Plan (Draft)

As I build the Continuity Binder/Succession Plan for the incoming Superintendent it will include at minimum the following:

- Information on the over school program through my tenure – successes and struggles
- Information on the facilities – what we have, don't have, repair made, routine maintenance that should be continued, maintenance that will have to take place
- Information on curriculum
- Information of Safety Program, CERT Program, Threat Assessment Team, Suicide Prevention Team, recommendations on meeting drills and examples
- Information on past practice related to Lead Teachers, how wings are arranged, and recommendations
- All staff information will be made available to the incoming Superintendent
- All known vendors, their emails and phone numbers
- Historical information related to various contracts, purpose, and Point of Contact
- Information related to Memorial Building – points of contact & background information
- Information related to our relationship with TCOE and individuals to get to know

I will be available to answer questions the new Superintendent might/will have.

SEQUOIA UNION SCHOOL DISTRICT
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V. REPORTS AND DISCUSSION:

Agenda Item 5.8 Intent to Return Survey:

Agenda Item 5.8

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V. REPORTS AND DISCUSSION:

Agenda Item 5.9 Review of Survey to Explore Possible Models for Reopening the School in the Fall:

Agenda Item 5.9

Parent Questions for Fall Reopening

The Governor has repeated over and over that school will look different in the fall. Currently, schools are being asked to think of ways they can accommodate students while still staying as safe as possible through social distancing. We are looking at several options and would like to know your input while we are in the decision making process.

OPTION 1: AM/PM LEARNING SESSIONS

Run an **A.M. and P.M session** to lessen the amount of students in the classrooms and on the playground. All students come to school every day during their designated session.

1. A.M. session would run from 8:15-11:15 (lunch pick up from 11:00-11:15)
 - a. All bus students in the A.M. session will be picked up from their bus stop and taken back home when the A.M. session ends.
 - b. Students will pick up “grab and go” lunches before leaving.
 - c. All students will be picked up from the east gate parking lot.

2. P.M. session would run from 12:00-2:45 (lunch from 11:40-12:00)
 - a. All bus students in the P.M. session will be picked up from their bus stop and taken back home when the P.M. session ends.
 - b. Students will be dropped off at the front gate and will come to the cafeteria to eat. Students will be socially distanced in the cafeteria and at the blue tables outside.

OPTION 2: A/B LEARNING SESSION SCHEDULE

1. **Students on the A schedule will come to school on Monday and Wednesday from 8:15-2:45 and virtually on Friday.** They will not come on Tuesday's or Thursday's but will be provided assignments to work on.
 - a. Students who ride the bus will be picked up from their bus stop on Monday and Wednesday and brought home when school ends.
 - b. All students will be joining the classroom virtually from their homes on Friday.
 - c. Lunches and recesses will be staggered to adhere to the social distancing requirements.
 - d. On Friday's, meals will be offered through the “grab and go” service.

2. **Students on the B schedule will come on Tuesday and Thursday from 8:15-2:45 and virtually on Friday.** They will not come on Monday's or Wednesday's but will be provided assignments to work on.
 - a. Students who ride the bus will be picked up from their bus stop on Tuesday and Thursday and brought home when school ends.
 - b. All students will join the classroom virtually from their homes on Friday.
 - c. Lunches and recesses will be staggered to adhere to the social distancing requirements.
 - d. On Friday's, meals will be offered through the “grab and go” service.

OPTION 3: CONTINUE DISTANCE LEARNING as we have since March 16, 2020.

- a. Learning would continue in our online and packet format.
- b. Grab and go meals still offered every week

Questions for parents: (will put in survey form)

1. Which option listed above would work better for your family? (Opt. 1, Opt. 2, Opt. 3)
2. We understand that many parents may still be hesitant to send their child to school when school reopens in the fall. Are you planning on sending your child back to school when it is safe to reopen schools? (yes/no)
3. If we end up starting school with the AM/PM option, which time would work better for your family? (am/pm). Are you ok with either time if changes needed to be made? (yes/no)
4. If we went with the A/B Learning Session schedule, would you have alternate child care on the days the students aren't attending school? (yes/no)
5. Will your family require after school care because you are an essential worker? (yes/no)
6. If we had to continue with distance learning the way it is now, would your family need a hotspot to be able to connect to the digital lessons? (yes/no)
7. How well does your current internet connection support distance learning? (well, intermittent, not well, we currently do not have internet access)
8. Is there anything you would like to add to help us make the best decisions possible for your student(s)?
- 9.

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V1. CONSENT AGENDA ITEMS:

- | | | |
|-------------|-----|-----------------------------------------------------------|
| Agenda Item | 6.1 | Approval of the Regular Meeting Minutes for April 2, 2020 |
| | 6.2 | Approval of the Special Meeting Minutes of April 9, 2020 |
| | 6.3 | Approval of the Special Meeting Minutes of April 15, 2020 |
| | 6.4 | Approval of the Special Meeting Minutes of April 16, 2020 |
| | 6.5 | Approval of the Special Meeting Minutes of April 20, 2020 |
| | 6.6 | Approval of the Special Meeting Minutes of May 4, 2020 |

Agenda Item 6.1 to 6.6

**Board of Trustees
Special Meeting
April 2, 2020**

Board of Trustees of the Sequoia Union District held a special meeting on April 2, 2020 at 23958 Ave. 324, Lemon Cove, CA.

MEETING CALLED TO ORDER: President Nicole Ray called the meeting to order followed by the the flag salute.

On a motion of James McNulty, and seconded by Lane Anderson the Board voted to approve the agenda as submitted omitting the Closed Session item on the agenda.

COMMENTS FROM THE PUBLIC: There were concerns from staff regarding possible layoffs or hours being cut due to the COVID-19 school closure and the shelter in place ruling.

REPORTS AND DISCUSSION: Superintendent's Report:
Mr. Jensen reviewed his Superintendent's Report with the members and audience

COVID-19 Update:
Mr. Jensen shared that cases are increasing for the COVID-19 epidemic. Until they either flattened or decrease the shelter-in-place ruling will remain. Attendance reports will be based on attendance up to the full month ending February 29, 2020.

Student Achievement-Distance Learning:
Mr. Jensen stated that he has had a meeting through Zoom for all staff. Teachers and Classified staff have been staying busy keeping involved with student learning. 100 hotspots have been given out to those who needed them. E-mail and parent blasts are going home to follow up on work and returning and dispensing new work packets.

Staffing Update:
The Administrative Assistant position has been filled. Gladys Ramirez has accepted the position.

CONSENT AGENDA ITEMS: On a motion of James McNulty; and, seconded by Lane Anderson the Board approved the consent agenda items as submitted.

**OTHER ACTION
ITEMS:**

School Governance Calendar:

On a motion of Anna Eynaud; and, seconded by Lane Anderson approved the School Governance Calendar. It was stated that input from Parent's Guild, School Site Council and other stake holders have input on the calendar as well.

District Pillars:

On a motion of James McNulty; and, seconded by Lane Anderson the Board approved the District Pillars. Same statement as above seeking feedback from all stake holders on input.

ADJOURNMENT:

On a motion of Anna Eynaud; and, seconded by Bradley Ward the Board adjourned at 6:55 P.M.



SEQUOIA UNION ELEMENTARY SCHOOL

Board of Trustees
Special Meeting
April 9, 2020 at 8:00am

Board of Trustees of the Sequoia Union School District held a special meeting on April 9, 2020 online (<https://global.gotomeeting.com/join/935398941>) and also available by phone ((872) 240-3412, Access Code: 935-398-941).

Members Present	Lane Anderson, Anna Eynaud, James McNulty, Nicole Ray
Members Absent	Brad Ward
Visitors Present	John Rodriguez
1.a/b Meeting Called to Order	President of the Board, Nicole Ray called the meeting to order at 4:00 p.m. followed by the flag salute.
1.c Approval of Agenda	On the motion of Lane Anderson, seconded by Anna Eynaud, the Board voted to approve the agenda as written.
2.0 Comments from the Public	No comments submitted.
3.1 Stakeholder Input Form Response Discussion	The board reviewed the stakeholder input submitted through the Google form.
4.1 Public Employee Appointment/Employment (Govt. Code 54957) Title: Superintendent	John Rodriguez, Tulare County Office of Education representative, was invited to the closed session for interviews. Superintendent candidates were invited into the virtual meeting room one at a time. No action was taken by the Board.
5.0 Adjournment	The meeting was adjourned at 12:31 pm on the motion of James McNulty, seconded by Lane Anderson.



SEQUOIA UNION ELEMENTARY SCHOOL

Board of Trustees Special Meeting Minutes April 15, 2020

Board of Trustees of the Sequoia Union School District held a special meeting on April 15, 2020 online (<https://global.gotomeeting.com/join/935398941>) and also available by phone ((872) 240-3412, Access Code: 935-398-941).

Members Present	Lane Anderson, Anna Eynaud, James McNulty, Nicole Ray
Members Absent	Brad Ward
Visitors Present	John Rodriguez, Heather Burkhart, Joey Howel, and Jerry Line
1.a/b Meeting Called to Order	President of the Board, Nicole Ray called the meeting to order at 4:00 p.m. followed by the flag salute.
1.c Approval of Agenda	On the motion of Anna Eynaud, seconded by James McNulty, the Board voted to approve the agenda as written.
2.0 Comments from the Public	No comments submitted on non agenda items.
3.1 Public Employee Appointment/Employment (Govt. Code 54957) Title: Superintendent	Stakeholder representatives Joey Howel, Jerry Line, and Heather Burkhart, as well as the Tulare County Office of Education representative were invited to the closed session for interviews. Superintendent candidates were invited into the virtual meeting room one at a time. No action was taken by the Board.
4.1 COVID - 19 Closure	Miss Zerling and Mrs. Burkhart submitted a comment through the Google Form. They asked the Board to consider a continued position of closed until further notice in the event that shelter in place orders are lifted. On the motion of Anna Eynaud, seconded by Lane Anderson, the Board voted in favor of keeping the school closed until further notice. The Board requested that Mr. Jensen keep them updated through weekly reports on academic services offered to students.
5.0 Adjournment	The meeting was adjourned at 7:08 pm on the motion of James McNulty, seconded by Lane Anderson.



SEQUOIA UNION | ELEMENTARY SCHOOL

Board of Trustees Special Meeting Minutes April 16, 2020

Board of Trustees of the Sequoia Union School District held a special meeting on April 16, 2020 online (<https://global.gotomeeting.com/join/935398941>) and also available by phone ((872) 240-3412, Access Code: 935-398-941).

Members Present	Lane Anderson, Anna Eynaud, James McNulty, Nicole Ray
Members Absent	Brad Ward
Visitors Present	John Rodriguez, Heather Burkhart, Joey Howel, and Jerry Line
1.a/b Meeting Called to Order	President of the Board, Nicole Ray called the meeting to order at 4:00 p.m. followed by the flag salute.
1.c Approval of Agenda	On the motion of Anna Eynaud, seconded by James McNulty, the Board voted to approve the agenda as written.
2.0 Comments from the Public	No comments submitted.
3.1 Public Employee Appointment/Employment (Govt. Code 54957) Title: Superintendent	Stakeholder representatives Joey Howel, Jerry Line, and Heather Burkhart, as well as Tulare County Office of Education representatives were invited to the closed session for interviews. Superintendent candidates were invited into the digital meeting room one at a time. No action was taken by the Board.
5.0 Adjournment	The meeting was adjourned at 7:08 pm on the motion of James McNulty, seconded by Lane Anderson.



SEQUOIA UNION | ELEMENTARY SCHOOL

Board of Trustees Special Meeting Minutes April 20, 2020

The Board of Trustees of the Sequoia Union School District held a special meeting on April 20, 2020 at 23958 Ave. 324, Lemon Cove, CA. 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	Lane Anderson, Anna Eynaud, James McNulty, Nicole Ray, Brad Ward
Members Absent	None
Visitors Present	John Rodriguez, Stephanie Amaral, Kellee Ritchie, Joey Howell
1.a/b Meeting Called to Order	President of the Board, Nicole Ray called the meeting to order at 6:00 p.m. followed by the flag salute.
1.c Approval of Agenda	On the motion of James McNulty, seconded by Lane Anderson, the Board voted to approve the agenda as written.
2.0 Comments from the Public	No comments submitted.
3.1 Public Employee Appointment/Employment (Gvt. Code 54957) Title: Superintendent	John Rodriguez and a superintendent candidate was invited to the closed session for interviews. No action was taken by the Board.
5.0 Adjournment	The meeting was adjourned at 7:52 pm on the motion of James McNulty, seconded by Lane Anderson.



SEQUOIA UNION | ELEMENTARY SCHOOL

**Board of Trustees
Special Meeting Minutes
May 4, 2020**

The Board of Trustees of the Sequoia Union School District held a special meeting on May 4, 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	Lane Anderson, Anna Eynaud, James McNulty, Nicole Ray, Brad Ward
Members Absent	None
Visitors Present	John Rodriguez, Kellee Ritchie, Jenean Keller
1.a/b Meeting Called to Order	President of the Board, Nicole Ray called the meeting to order at 6:47 p.m. followed by the flag salute.
1.c Approval of Agenda	On the motion of Anna Eynaud, seconded by James McNulty, the Board voted to approve the agenda as written.
2.0 Comments from the Public	No comments submitted.
3.1 Public Employee Appointment/Employment (Gvt. Code 54957) Title: Superintendent	John Rodriguez was invited to the closed session for consideration of this item. President Nicole Ray reported out that the Board gave direction to the candidate point of contact.
5.0 Adjournment	The meeting was adjourned at 8:27 pm on the motion of Anna Eynaud, seconded by James McNulty.

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V1. CONSENT AGENDA ITEMS:

Agenda Item 6.7 Cafeteria Report

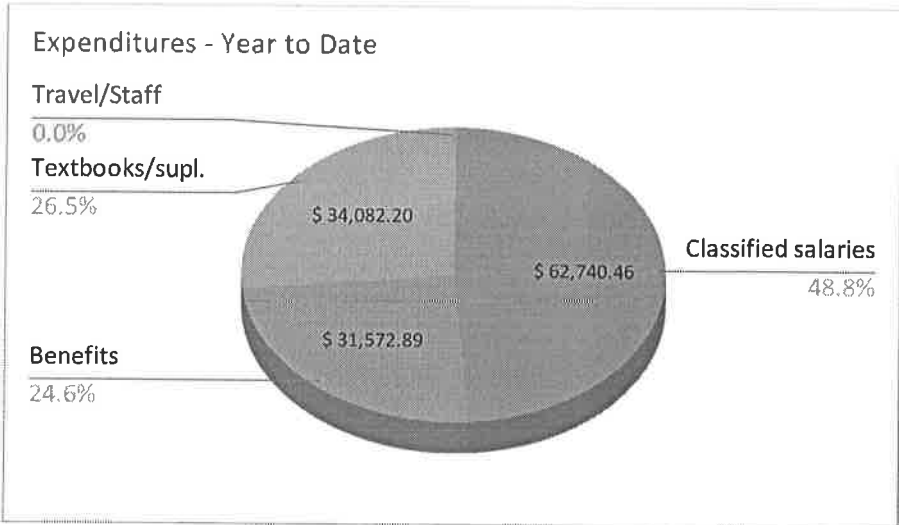
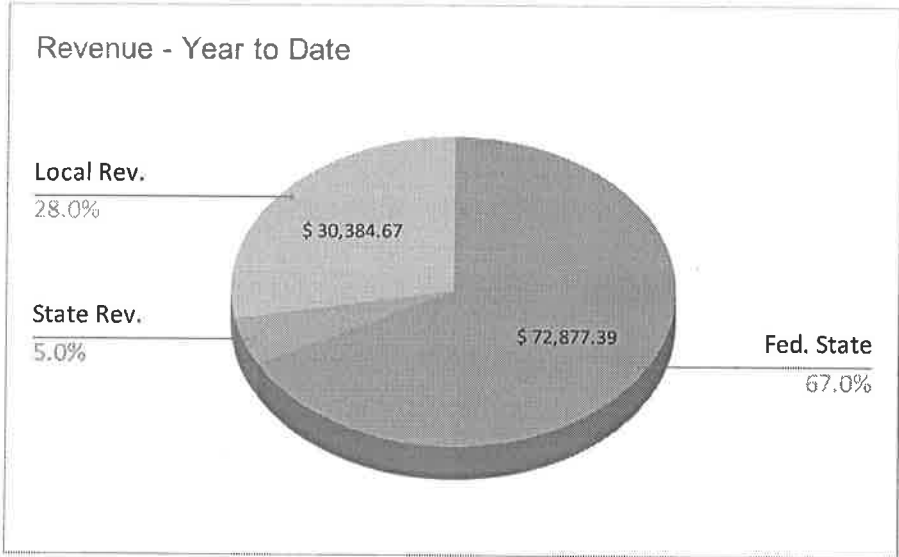
Agenda Item 6.7

SEQUOIA UNION SCHOOL DISTRICT

Cafeteria Fund

Year to Date Ending 14-May-20
Budget Year 2019-2020 2019-2020

	Current Year			Prior Year		
	Approved Bud.	Year to Date	% Annual Budget to Date	Approved Budget	Year to date	% Annual Budget to Date
Total Rev. Limit						
Fed. State	\$ 83,698.00	\$72,877.39	87.07%	\$ 93,294.00	\$65,599.42	70.31%
State Rev.	\$ 6,170.42	\$ 5,433.79	88.06%	\$ 6,795.00	\$ 4,878.14	71.79%
Local Rev.	\$ 40,015.00	\$30,384.67	75.93%	\$ 25,030.00	\$36,990.34	147.78%
Total Rev.	\$129,883.42	\$ 108,695.85	83.69%	\$125,119.00	\$ 107,467.90	85.89%
Expenditures						
Classified salaries	\$ 77,680.00	\$62,740.46	80.77%	\$ 66,386.00	\$60,387.03	90.96%
Benefits	\$ 40,250.00	\$31,572.89	78.44%	\$ 35,417.00	\$29,972.92	84.63%
Textbooks/supl.	\$ 39,000.00	\$34,082.20	87.39%	\$ 41,000.00	\$37,039.95	90.34%
Travel/Staff Devel.	\$ 100.00	\$ 53.13	53.13%	\$ 100.00	\$ 53.41	53.41%
Total Expenditures	\$157,030.00	\$ 128,448.68	81.80%	\$142,903.00	\$ 127,453.31	89.19%
Surplus/Deficit	\$ (27,146.58)	\$ (19,752.83)		\$ (17,784.00)		
Interfund Transfers Out						
Beginning Balance						
Projected Ending Balance						
Components of ending						
Contributions	\$27,146.58	\$19,752.83				



SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V1. CONSENT AGENDA ITEMS:

Agenda Item 6.8 Approval of Bills

Agenda Item 6.8

Accounts Payable Final PreList - 4/3/2020 3:25:56PM

*** FINAL ***

Batch No 181

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
014110	AMS.NET, Inc.	PV-200352	4/2/2020		0036939		011-07200-0-11100-10000-43000-0 9 Meraki MR52 Cloud Managed AP	\$8,808.41		
013591	Fresno Hauling	PV-200349	4/2/2020				Sequoia Union 011-00000-0-00000-82000-55000-0	\$636.34		
							April invoices 010-00000-0-00000-82000-55000-0	\$78.64		
							Total Check Amount:	\$8,808.41		
014020	Frontier	PV-200350	4/2/2020		209-148-0710-0123985		010-00000-0-00000-82000-55000-0	\$100.22		
							March invoice 010-00000-0-00000-82000-55000-0	\$12.38		
							Total Check Amount:	\$714.98		
013944	Insignia Software Corp.	PV-200351	4/2/2020		5595		011-07200-0-11100-10000-43000-0	\$578.50		
							Library software renewal 010-07200-0-11100-10000-43000-0	\$71.50		
							Total Check Amount:	\$650.00		
013990	Security First Alarm King	PV-200346	4/2/2020		58405		011-00000-0-00000-82000-55000-0	\$262.55		
							Alarm service call 010-00000-0-00000-82000-55000-0	\$32.45		
							Total Check Amount:	\$295.00		
013076	SISC III	PV-200345	4/2/2020		721136		010-00000-0-00000-00000-95024-0	\$35,415.68		G
							April health insurance			
							Total Check Amount:	\$35,415.68		
012018	SMART & FINAL IRIS CO.	PV-200348	4/2/2020		037434		130-53100-0-00000-37000-43000-0	\$33.60		
							Supplies for sack breakfast/lunch			
							Total Check Amount:	\$33.60		
013718	Southwest School & Office Supl	PV-200347	4/2/2020		692764		011-11000-0-11100-10000-43000-0	\$402.11		
							Paper 010-11000-0-11100-10000-43000-0	\$49.69		
							Total Check Amount:	\$33.60		

Tulare County Office of Education

4/3/2020
3:25:56PM

Accounts Payable Final PreList - 4/3/2020 3:25:56PM

*** FINAL ***

Batch No 181

Audit
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code
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Total Check Amount:

\$451.80

Accounts Payable Final PreList - 4/3/2020 3:25:56PM

*** FINAL ***

Batch No 181
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total District Payment Amount: \$46,482.07

Tulare County Office of Education

4/3/2020
3:25:56PM

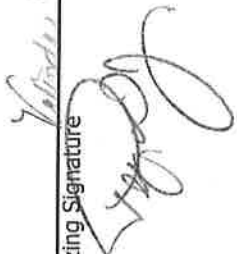
Accounts Payable Final PreList - 4/3/2020 3:25:56PM

*** FINAL ***

Batch No 181
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
Total Accounts Payable: \$46,482.07										

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 46,482.07 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: 4/16/2020

Fund Summary	Total
010	\$35,760.56
011	\$10,687.91
130	\$33.60
Total	\$46,482.07

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V1. CONSENT AGENDA ITEMS:

Agenda Item 6.9 Approve Payroll

Agenda Item 6.9

Tulare County Office of Education

Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 4/21/2020

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	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form		No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>9979.69</u>	Total Amount \$ <u>12272.29</u>

The Sequoia Union Sch. 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).

Yulinda M. [Signature]
District Authorized Signature

4/21/2020
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: 4 / 13 / 2020

Instructions

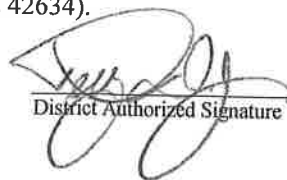
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted 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	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>10</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form	<u>0</u>	No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>104,533.⁸⁸</u>	Total Amount \$ <u>44,202.⁵²</u>

The Aguia Union Mem. 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 Signature

4/16/2020
 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: 5 16 2020

Instructions

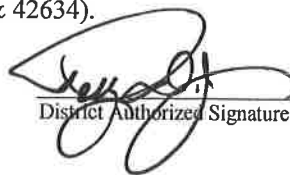
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted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

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Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>1</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form	<u>0</u>	No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>5746.56</u>	Total Amount \$ <u>6337.59</u>

The Sequoia Union Min 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 Signature

5 17 2020
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 SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V1. CONSENT AGENDA ITEMS:

Agenda Item 6.10 Approve Budget Reports

Agenda Item 6.10

SEQUOIA UNION SCHOOL DISTRICT

Charter

Year to Date Ending 14-May-20
Budget Year 2019-2020 2019-2020

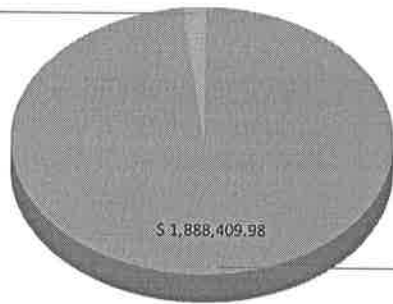
	Current Year			Prior Year		
	Approved Bud.	Year to Date	% Annual Budget to Date	Approved Budget	Year to date	% Annual Budget to Date
Total Rev. Limit	\$ 2,838,142.00	\$ 1,888,409.98		\$ 2,526,149.00	\$ 1,859,054.40	
Fed. State	\$ 98,620.00	\$ 5,698.57	5.78%	\$ 86,780.00	\$ -	0.00%
State Rev.	\$ 66,912.00	\$ 34,344.94	51.33%	\$ 71,933.00	\$ 56,183.48	78.11%
Local Rev.	\$ 0.00	\$ -	0.00%	\$ 0.00	\$ -	0.00%
Total Rev.	\$ 3,003,674.00	\$ 1,928,453.49	64.20%	\$ 2,684,862.00	\$ 1,915,237.88	71.33%
Expenditures						
Certificated salaries (11000)	\$ 1,246,168.00	\$ 976,767.49	78.38%	\$ 1,326,345.00	\$ 902,091.91	68.01%
Classified salaries	\$ 466,047.00	\$ 361,168.02	77.50%	\$ 511,520.00	\$ 376,204.21	73.55%
Benefits	\$ 782,577.00	\$ 524,684.36	67.05%	\$ 756,571.00	\$ 529,732.77	70.02%
Textbooks/supl.	\$ 199,755.00	\$ 151,543.00	75.86%	\$ 249,492.00	\$ 162,835.44	65.27%
Dues/Memberships	\$ 5,000.00	\$ 3,968.51	79.37%	\$ 5,000.00	\$ 3,215.57	64.31%
Travel/Staff Devel	\$ 24,883.00	\$ 14,047.67	56.45%	\$ 22,902.00	\$ 15,654.72	68.36%
Insurance	\$ 8,200.00	\$ 17,759.95	216.58%	\$ 18,000.00	\$ 5,712.91	31.74%
Housekeeping	\$ 135,000.00	\$ 107,244.27	79.44%	\$ 110,000.00	\$ 131,669.64	119.70%
Rental/Leases/Rep	\$ 37,000.00	\$ 33,340.10	90.11%	\$ 36,000.00	\$ 42,533.83	118.15%
Pension Penalties	\$ -	\$ -		\$ 0.00	\$ -	0.00%
Services	\$ 128,764.00	\$ 93,574.87	72.67%	\$ 54,459.00	\$ 59,572.21	109.39%
Subagreements	\$ 28,115.00	\$ 22,884.21	81.40%			
Capital outlay	\$ 33,392.00	\$ 33,391.18	100.00%	\$ 2,000.00	\$ -	0.00%
Other Outgo	\$ 0.00		0.00%	\$ 0.00	\$ -	0.00%
Indirect costs	\$ 0.00		0.00%	\$ 0.00	\$ -	0.00%
Total Expenditures	\$ 3,094,901.00	\$ 2,340,373.63	75.62%	\$ 3,120,404.00	\$ 2,256,920.93	72.33%
Surplus/Deficit	\$ (91,227.00)	\$ (411,920.14)		\$ (435,542.00)	\$ (341,683.05)	
Interfund Transfers Out						
Beginning Balance						
Projected Ending Balance						
Components of ending						

Contributions \$91,227.00 \$411,920.14

Revenue - Year to Date

State Rev.

1.8%



Total Rev. Limit

97.5%

Expenditures - Year to Date

Services

4.0%

Housekeeping

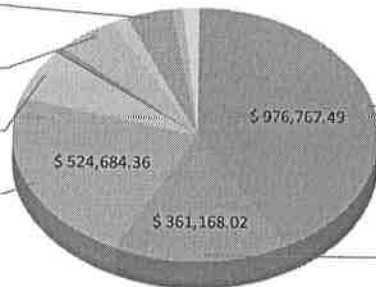
4.6%

Textbooks/supl.

6.5%

Benefits

22.4%



Certificated salaries

41.7%

Classified salaries

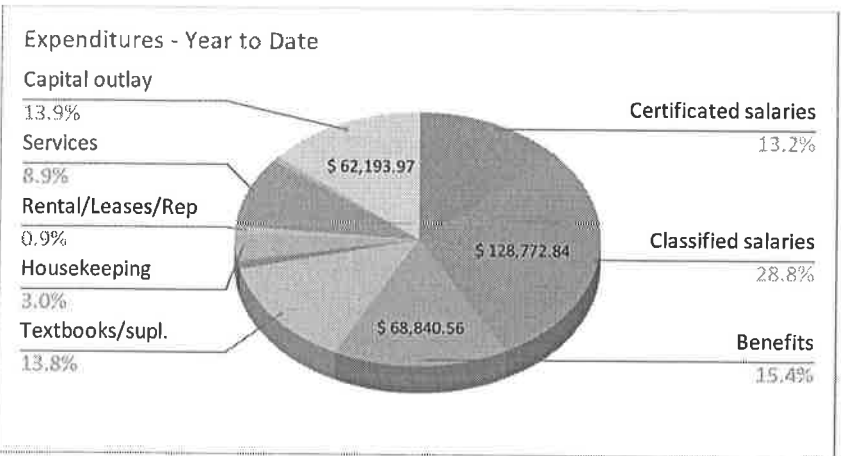
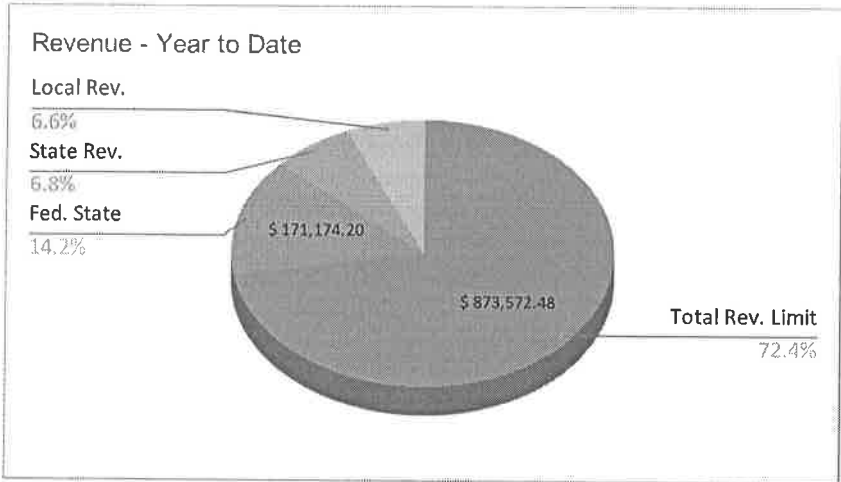
15.4%

**SEQUOIA UNION SCHOOL DISTRICT
District**

**Year to Date Ending 14-May-20
Budget Year 2019-2020 2019-2020**

	Current Year			Prior Year		
	Approved Bud.	Year to Date	% Annual Budget to Date	Approved Budget	Year to date	% Annual Budget to Date
Total Rev. Limit	\$ 522,548.00	\$ 873,572.48		\$ 522,548.00	\$ 908,486.70	
Fed. State	\$ 277,326.20	\$ 171,174.20	61.72%	\$ 27,781.00	\$ 73,965.66	266.25%
State Rev.	\$ 161,747.98	\$ 82,033.84	50.72%	\$ 107,308.00	\$ 77,263.21	72.00%
Local Rev.	\$ 44,660.00	\$ 80,048.06	179.24%	\$ 31,100.00	\$ 66,952.14	215.28%
Total Rev.	\$ 1,006,282.18	\$ 1,206,828.58	119.93%	\$ 688,737.00	\$ 1,126,667.71	163.58%
Expenditures						
Certificated salaries (11000)	\$ 60,650.00	\$ 58,998.15	97.28%	\$ 115,874.91	\$ 87,479.03	75.49%
Classified salaries	\$ 146,285.00	\$ 128,772.84	88.03%	\$ 85,924.00	\$ 61,921.31	72.07%
Benefits	\$ 131,198.00	\$ 68,840.56	52.47%	\$ 141,245.09	\$ 57,137.06	40.45%
Textbooks/supl.	\$ 97,254.97	\$ 61,783.99	63.53%	\$ 27,701.00	\$ 28,218.75	101.87%
Dues/Memberships	\$ 1,000.00	\$ 418.99	41.90%	\$ 1,000.00	\$ 397.43	39.74%
Travel/Staff Devel	\$ 20,047.23	\$ 4,041.41	20.16%	\$ 9,750.00	\$ 7,615.29	78.11%
Insurance	\$ 3,500.00	\$ 2,195.05	62.72%	\$ 3,500.00	\$ 706.09	20.17%
Housekeeping	\$ 25,000.00	\$ 13,639.21	54.56%	\$ 16,000.00	\$ 20,521.66	128.26%
Rental/Leases/Rep	\$ 7,000.00	\$ 4,120.03	58.86%	\$ 10,095.00	\$ 5,910.77	58.55%
Pension Penalties	\$ 20.00	\$ 54.33	271.65%	\$ 10.00	\$ 20.14	201.40%
Services	\$ 41,408.00	\$ 39,696.47	95.87%	\$ 27,131.00	\$ 72,195.32	266.10%
Subagreements	\$ 3,475.00	\$ 2,829.39	81.42%	\$ 28,475.00	\$ 3,423.28	12.02%
Capital outlay	\$ 221,386.98	\$ 62,193.97	28.09%	\$ 150,383.21	\$ -	0.00%
Other Outgo	\$ 2,000.00	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Indirect costs	\$ 0.00	\$ -	0.00%	\$ 0.00	\$ -	0.00%
Total Expenditures	\$ 760,225.18	\$ 447,584.39	58.88%	\$ 619,089.21	\$ 345,546.13	55.82%
Surplus/Deficit	\$ 246,057.00	\$ 759,244.19		\$ 69,647.79	\$ 781,121.58	
Interfund Transfers Out						
Beginning Balance						
Projected Ending Balance						
Components of ending						

Contributions #N/A #N/A



SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V11. OTHER ACTION ITEMS:

Agenda Item 7.1 Elections Resolution

Agenda Item 7.1

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

March 30, 2020

TO: All Tulare County School Districts Holding Elections in 2020
FROM: Tim A. Hire, Tulare County Superintendent of Schools
SUBJECT: **GOVERNING BOARD ELECTIONS – NOVEMBER 3, 2020**

Your district will be among those holding an election this year on November 3, 2020 at the time of the statewide general election.

A sample resolution is enclosed containing the specifications of the election order for your board's use to meet the requirements of Education Code section 5322.

PLEASE SCHEDULE ADOPTION OF THIS RESOLUTION ON YOUR BOARD'S AGENDA FOR MAY 2020. The resolution orders the election, makes certain specifications for County Elections use in arranging for your district's election, consolidates your district's election with the general election, and advises this office of the newspaper in which your district's Notice of Election is to be published.

Also enclosed for your information and guidance is a timetable of deadlines relating to the November election. Dates for candidates to file their declaration of candidacy (nomination papers) at the County Elections office are included on the timetable.

After your board adopts the enclosed resolution, immediately distribute as follows:

**Send a copy of the adopted
resolution to:**

Emily Oliveira, Elections Program Coordinator
Tulare County Elections
5951 S. Mooney Blvd.
Visalia, CA 93277

**Send the ORIGINAL adopted
resolution to:**

Shelly DiCenzo, Business Services
Tulare County Office of Education
P.O. Box 5091
Visalia, CA 93278-5091

**PLEASE SEND THE RESOLUTION TO SHELLY DICENZO AT TCOE
IN BUSINESS SERVICES AND COUNTY ELECTIONS
NO LATER THAN FRIDAY, JUNE 19, 2020**

If you have any question, please contact Shelly DiCenzo at (559)733-6312 or shellyd@tcoe.org

TAH/sd

Enclosures: General Election Timetable
Resolution Ordering Election

**GENERAL ELECTION TIMETABLE
TULARE COUNTY SCHOOL DISTRICTS – ELECTION DAY: NOVEMBER 3, 2020**

DATE/NUMBER OF DAYS TO ELECTION	ACTION
AT LEAST 130 DAYS PRIOR TO THE ELECTION – FRIDAY, JUNE 26, 2020 <i>Ed. Code 5323 and 5340</i>	COUNTY SUPERINTENDENT must notify governing boards in writing that a consolidated election is required to be held.
Between MAY 3, 2020 AND JUNE 26, 2020 <i>Between six months and 130 days prior to the election Ed. Code 5093(b)</i>	NO APPOINTMENT OR SPECIAL ELECTION to fill a vacancy for <u>terms not ending this election year only</u> during the period between 6 months and 130 days prior to the election if the position is not scheduled to be filled at such election.
AT MAY OR JUNE BOARD MEETING NOT LATER THAN FRIDAY, JULY 3, 2020 **Please send by Friday, June 19, 2020** <i>Not less than 123 days prior to the election Ed. Code 5322</i>	DISTRICTS ADOPT RESOLUTION ORDERING ELECTION LAST day for districts to deliver resolution to County Superintendent containing the specifications of the election order.
NOT LATER THAN MONDAY, JULY 6, 2020 <i>At least 120 days prior to the election – Ed. Code 5324</i>	LAST day for County Superintendent to deliver to County Elections Official the order of election and formal notice of election.
Between JULY 6, 2020 AND AUGUST 5, 2020 <i>At least 90 days, and not more than 120 days before the election Ed. Code 5363 and Elections Code 12112, 12113</i>	PUBLISH NOTICE OF ELECTION one time in a newspaper of general circulation for all districts holding an election. [County Superintendent’s office will publish school district notices and mail copies to school districts for Election Official. School districts are to post the Notice of Election at their district offices.]
MONDAY, JULY 13, 2020 <i>113th day prior to the election Ed. Code 5014 and Elections Code 10510</i>	FIRST DAY CANDIDATES MAY FILE forms for Declaration of Candidacy (nomination papers) at the County Elections Office. Forms shall be available on the 113 th day prior to the election and must be filed not later than 5 p.m. on the 88 th day prior to the election. <u>CANDIDATE/NOMINATION INFORMATION</u> Contact: Tulare County Registrar of Voters/Elections Office Phone: (559) 624-7300 5951 S. Mooney Blvd., Visalia CA 93277 Office Hours: Mon-Thurs 7:30 a.m. to 5:30 p.m. and Friday 8:00 a.m. to 12:00 p.m.
TUESDAY, AUGUST 11, 2020 <i>Within 4 months of the end of the term Ed. Code 5093(a)</i>	NO APPOINTMENT OR SPECIAL ELECTION to fill a vacancy for <u>terms ending this election year only</u> if it occurs within 4 months of the end of the term.
FRIDAY, AUGUST 7, 2020 <i>88 days prior to the date of the election Ed. Code 5322 and Elections Code 10510</i>	LAST DAY TO FILE for a bond measure. LAST DAY TO FILE declaration of candidacy. LAST DAY TO WITHDRAW declaration of candidacy. County Elections Office will be open until 5:00 p.m. on this day.
WEDNESDAY, AUGUST 12, 2020 <i>83rd day before the election Election Code 10516</i>	LAST DAY EXTENDED FILING PERIOD – if a declaration of candidacy for an incumbent is not filed by 5 p.m. on the 88 th day before the election, filing for anyone other than the incumbent shall have until 5 p.m. on the 83 rd day before the election to file a declaration of candidacy. **There is no extension if the incumbent files by the 88th day or if there is no incumbent eligible to be elected.**
Between MONDAY, OCTOBER 5, 2020 AND TUESDAY, OCTOBER 27, 2020 <i>29 days prior to the election Elections Code 3001</i>	APPLY for a vote by mail voter’s ballot to the elections official. Applications shall be made in writing, showing the applicants place of residence, signed by the applicant and received between the 29 th and the 7 th day prior to the election

BEFORE THE BOARD OF TRUSTEES
OF THE SEQUOIA UNION SCHOOL DISTRICT
TULARE COUNTY, STATE OF CALIFORNIA

In the Matter of Ordering Regular Governing
Board Member Elections; Specifications of
the Election Order

RESOLUTION NO. 2020-7

RECITALS

1. Elections Code sections 1302, 10404.5 and 10405.7 authorize school districts and community college districts to establish the election day for governing board members to regularly occur on the same day as the statewide direct primary election, the statewide general election or the general municipal election is held.
2. The Board of Supervisors has received and approved a resolution from this Board establishing election of governing board members on the same day upon which the statewide general election is held.
3. Education Code section 5322 provides that whenever an election for governing board members is ordered, the governing board shall, by resolution, provide for specifications of the election order which shall be delivered to the county superintendent of schools and the officer conducting the election not less than 123 days prior to the date set for the election.
4. Other elections of school districts or other public agencies may be held in whole or part within the territory of this District and it is to the advantage of the District to consolidate therewith.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The above recitals are true and correct.
2. This Board hereby orders an election to be held within the territory included in this District on the 3rd day of November 2020, for the purpose of electing 2 members for 4-year terms to the governing board of the District in accordance with the following specifications:

SEQUOIA UNION SCHOOL DISTRICT
SPECIFICATIONS OF THE ELECTION ORDER

- A. The election shall be held on Tuesday, November 3, 2020.
- B. The purpose of the election is to choose 2 members of the governing board of this District for 4-year terms.
- C. Adopt i or ii (please check one box in this section):
 i. Candidate statements shall be paid for by the candidate. (*Elections Code section 13309 provides procedures for filing by indigent candidates.*)
 ii. Candidate statements shall be paid for by the District. (*Elections Code section 13307.*)
- D. Adopt i or ii (please check one box in this section):
 i. Candidate statements shall be limited to 200 words.
 ii. Candidate statements shall be limited to 400 words. (*Elections Code section 13307.*)
- E. Adopt i or ii (please check one box in this section):
 i. In the event of a tie vote, the winner of the election shall be determined by lot at a time and place to be designated by this Board.
 ii. In the event of a tie vote, the governing board shall call a runoff election on the sixth Tuesday following the election at which the tie vote occurred. (*Education Code section 5016*) **All costs and expenses of conducting the special runoff election shall be borne by the District.**
3. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general election upon receipt of a bill stating the amount due as determined by the elections official.
4. This Board hereby requests and consents to the consolidation of this election with other elections to be held in whole or in part in the territory of the District, pursuant to Education Code section 5340 et seq., and Elections Code section 10400 et seq.
5. The Clerk of this Board is ordered to deliver copies of this Resolution, not less than 123 days prior to the date set for the election, to the county superintendent of schools who shall deliver the order of election to the Tulare County elections official and, if applicable, to the election official of any other county in which the election is to be held, as required by Education Code section 5324.
6. This Board requests that the county superintendent of schools publish the notice of election in the following newspaper, which is a newspaper of general circulation that is regularly circulated in the territory: *Exeter Sun Gazette*

THE FOREGOING RESOLUTION was adopted upon motion by Trustee _____, seconded by Trustee _____, at a regular/special meeting held on _____, 20__, by the following vote:

List Board Members Names Below:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	

I, _____, secretary of the governing board of the _____ School District, do hereby certify that the foregoing Resolution was duly passed and adopted by said Board, at an official and public meeting thereof, this ____ day of _____, 20__.

Date:

Secretary, Board of Trustees

Distribute as follows:

Original to: Shelly DiCenzo, Business Services
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

Copy to: Emily Oliveira, Elections Program Coordinator
Tulare County Elections
5951 S. Mooney Blvd.
Visalia CA 93277

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V11. OTHER ACTION ITEMS:

Agenda Item 7.2 Approval of 8th Grade Graduating Class (student names provided to the Governing Board, but not provided in packet to protect confidentiality)

Agenda Item 7.2

SEQUOIA UNION SCHOOL DISTRICT
Regular Meeting
May 14, 2020

V11. OTHER ACTION ITEMS:

Agenda Item 7.3 Approval of Employment Agreement with Superintendent

Agenda Item 7.3