

**Board of Trustees
November 10, 2016
Regular Meeting**

The regular meeting of the Board of Trustees of the Sequoia Union Elementary Charter School District will be held on November 10, 2016 at 23958 Ave. 324, Lemon Cove, CA.

AGENDA

1. OPEN SESSION 6:00 P.M.

Call to Order
Flag Salute

11. OPEN SESSION

2.1 Comments From the Public

111. REPORTS & DISCUSSION

3.1 Superintendent's Report

3.2 P.T.C. Update – No Update

3.3 S.S.C. Update

3.4 S.E.T.A. Update

3.5 Sports Boosters Update

3.6 Local Control and Accountability Plan (LCAP) – No Update

3.7 Strategic Planning Update

3.8 Charter School Update

3.9 Action Plan for Students With Exceptional Needs- No Update

1V. ACTION SESSION

4.1 Approval of the Consent Agenda Items

BUSINESS ITEMS

4.1a Approval of the October 13, 2016 Regular Meeting Minutes

4.1b A.D.A. Report

- 4.1c Cafeteria Report
- 4.1d Approve Payment of Bills for November
- 4.1e Approve Payroll for November
- 4.1f Approve Budget Report/Revisions

V. OTHER ACTION ITEMS

- 5.1 Update of Well Project
- 5.2 Interdistrict Agreement Requests
- 5.3 Updated Agreement with M. Green and Co.
- 5.4 Setting Date for Annual Organizational Meeting Between December 2 and December 16, 2016
- 5.5 Resolution #6 – Resolution Making Determinations Pursuant to Government Code Section 4217.10, ET SEQ.; Authorizing the Executing and Delivery of an Energy Services Agreement and Other Documents and Other Actions Required in Connection Therewith
- 5.6 Bids for Replacing 17 AC/HVAC Units and Wireless Controls and Door Interupters
- 5.7 Annual Developer Fees Report for 2015-16
- 5.8 Request for Information Concerning Eligibility for Share in Forest Reserve Funds 2016-17

V1. CLOSED SESSION – (Gov.’t Code 54956.9 , Gov.’t code 54954.9 and Gov.’t code 54956.9 (d)(1)

-CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation pursuant to subdivision of Government code 54956.9

1 case

-CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: Sequoia Elementary Teachers Association, CTA/NEA v. Sequoia Union Elementary School District

-CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator – Dr. Jeremy Powell

Employee Organization – S.E.T.A.

Unrepresented Employees: Classified/Management Staff

V11. ORGANZATIONAL BUSINESS

V111. ADJOURNEMENT

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.1 Superintendent's Report:

The Board will be presented with a report on Instructional Programs, Operations, Personnel, and Maintenance and Transportation.

Information Only

Agenda Item. 3.1

3.3.1: Superintendent's Report

With the changing colors of the trees around campus and much needed rain falling from the sky, the end of the first trimester just around the corner (November 10th) the Sequoia Union school and community continue to focus on helping our students achieve to their fullest potential! Teachers, staff, and parents alike are going above and beyond to ensure our children are getting the best education possible! It continues to amaze me the level of commitment our community has for this Small School with a Big Heart!

District Highlights for September & October:

- Our Fall Parent Conferences went very well. In speaking with parents, they were very impressed and appreciative of the time and effort put in by our teachers to make sure this time was informative and personalized.
- Our K-8 Enrichment and Support programs are in full swing and we are beginning to see some very impressive results working to provide support for those students who need additional academic help while at the same time extend the curriculum for our students at or above grade level.
- Our After School Program is serving 40-45 students daily and continues to grow each month. We will begin our Spanish and Choir Programs in the next week.
- Our sports teams had a very successful football and volleyball season and soccer is currently. We have had over 70 athletes representing SU with Pride and Sportsmanship! Currently our Soccer seasons are in full swing with both a Girls and Boys team!

Upcoming Events:

- Nov 10th: End of Trimester One
- Nov 24th-27th: Thanksgiving Break
- December 16th: Christmas Program @ 6:00 in the Gym
- December 19th -January 2nd: Christmas Vacation

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.2 P.T.C. Update:

A member from P.T.C. will give an update to the Board

Information Only

Agenda Item 3.2

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.3 S.S.C. Update:

Information Only

Agenda Item 3.3

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.4 S.E.T.A. Update:

A member from S.E.T.A. will give an update to the Board

Information Only

Agenda Item. 3.4

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.5 Sports' Boosters Update:

A member from the Sports' Boosters Club will give an update to the Board

Information Only

Agenda Item. 3.5



Velinda McBride <vmcbride@sequoiaunion.org>

November Sports Booster Report

1 message

Jamie Rowlett <jaymeez77@yahoo.com>
Reply-To: "jaymeez77@yahoo.com" <jaymeez77@yahoo.com>
To: Velinda McBride <vmcbride@sequoiaunion.org>

Mon, Nov 7, 2016 at 8:46 AM

Sequoia Union Sports Booster Report

November 2016

Treasurer's Report _____ \$8,552.84 _____

Transactions still pending

New Business-

Boys and girls soccer jerseys have been purchased for this season.

New black top was installed at Middle school basketball courts and area by cafeteria.

Old business-

New message center installation still pending.

Thank you,

Sequoia Union Sports Boosters

Sent from Yahoo Mail on Android

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.6 Local Control & Accountability Plan (LCAP):

- Review LCAP draft overview (No update)

Information Only

Agenda Item. 3.6

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.7 Strategic Planning Update:

Information Only

Agenda Item. 3.7

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.8 Charter School Update:

The Board will receive an update regard Charter Schools' from
Dr. Powell.

Information Only

Agenda Item 3.8

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

111. REPORTS & DISCUSSION

Agenda Item 3.9 Action Plan for Students With Exceptional Needs: (No Update)

Information Only

Agenda Item. 3.9

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

1V. ACTION ITEMS

Agenda Item 4.1A **Consent Agenda Items:**

The Board is requested to review and approve the Consent Agenda Items as listed below:

- 4.1a Approval of the October 13, 2016 Regular Meeting Minutes
- 4.1b Approve A.D.A. Report
- 4.1c Cafeteria Report through November, 2016
- 4.1d Approve Payment of Bills for November
- 4.1e Approve November Payroll
- 4.1f Approve Budget Report/Revisions through November, 2016

Recommendations: Approve consent agenda items

On a motion of member _____, and seconded by _____, the Board voted to approve the consent agenda items.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud	_____	_____	_____	_____
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda item 4.1a

Sequoia Union Elementary School
Regular Meeting
October 13, 2016

The Board of Trustees of the Sequoia Union Elementary School held a regular meeting on October 13, 2016 at 23958 Ave. 324, Lemon Cove, CA.

- MEETING CALLED TO ORDER:** President of the Board, James McNulty called the meeting to order at 6:00 P.M. followed by the flag salute.
- MEMBERS PRESENT:** Anna Eynaud, Milo Gorden, Matt McEwen, James McNulty; and Bradley Ward
- MEMBERS ABSENT:** None
- VISITORS PRESENT:** Stephanie Amaral, Janene Keller; and, Julie Sullivan
- COMMENTS FROM THE PUBLIC:** There were no public comments
- REPORTS & DISCUSSION:**
- Superintendent's Report:
Dr. Powell reviewed his Superintendent's report with the Members and audience.
- P.T.C. Report:
Stephanie Amaral reported to the members and audience that the carnival fundraiser's gross amount is \$36,435.53. She thanked everyone for their support and hard work. They have also purchased a new mascot with P.T.C. paid half the cost and Sports Boosters paid the other half. Two teachers have requested Charter buses for their field trips that qualify under the grant.
- S.S.C.:
Dr. Powell stated that S.S.C. has added three more parent positions. Elections will be held in November.
- S.E.T.A.:
No update

Sports's Boosters Update:

The Sports' Boosters report was reviewed with the members and audience. Dr. Powell stated that the basketball and play area will be re-surfaced. Poles will be painted and a new message board has been ordered. They have also paid for half of the new mascot. There was a sponsorship banner sample flyer for the members to review.

L.C.A.P.:

No report

Strategic Planning Update:

No report

Charter School Update:

Dr. Powell informed the members that the District had to file for A new C.D.S. code for the 8th grade class.

Action Plan for Students With Exceptional Needs:

Dr. Powell reviewed the report with the members and audience. He informed the members that he and two other teachers visited Rockford School to review a on-line math program for K-5.

ACTION SESSION:

On a motion of Matt McEwen; and, seconded by Milo to approve the consent agenda as submitted.

PERSONNEL:

Review Classified Salary Schedules:

Salary schedules were reviewed by the Members. No action was taken at this time.

OTHER ACTION ITEMS:

Interdistrict Agreement Requests:

No report

Update on Well Project and Approval of Claims - Nick Keller/
Keller-Wegley Engineers:

No report

Bids of Replacing 17 AC/HVAC and Wireless Controls and Door
Interupters:

This item was tabled

CLOSED SESSION:

On a motion of Milo Gorden; and, seconded by Anna Eynaud the Board adjourned into Closed Session at 6:46 P.M.

OPEN SESSION:

On a motion of Bradley Ward; and, seconded by Matt McEwen the Board returned to Open Session at 6:45 P.M. Reported out by President of the Board James McNulty there was a discussion only. No decisions were made.

**ORGANIZATIONAL
BUSINESS:**

The following items were requested to be added to the November agenda:

- Bids for replacing 17 AC/HVAC units and wireless controls and door interupters
- Update on well project

ADJOURNMENT:

On a motion of Milo Gorden; and, seconded by Matt McEwen the Board adjourned the meeting at 7:00 P.M.

Sequoia Union Elementary Charter
Special Meeting
October 13, 2016

The Board of Trustees of the Sequoia Union Elementary Charter School held a special meeting on October 13, 2016 at 23958 Ave. 324, Lemon Cove, CA.

- MEETING CALLED TO ORDER:** President of the Board James McNulty called the meeting to order at 7:00 P.M. followed by the flag salute.
- MEMBERS PRESENT:** Anna Eynaud, Milo Gorden, Matt McEwen, James McNulty; and Bradley Ward
- MEMBERS ABSENT:** None
- VISITORS PRESENT:** None
- COMMENTS FROM THE PUBLIC:** There were no public comments
- ACTION SESSION:** Application for a County-District School (CDS) Code:
The Board was informed that a new CDS number needed to be requested for our 8th grade class only. It was explained that our current CDS code was assigned to the K-7 Charter School. The application was reviewed with the members.
- On a motion of Matt McEwen; and, seconded by Brad Ward the Board approved the Application for a County-District-School Code be submitted for the 8th grade class.
- ADJOURNMENT:** On a motion of Anna Eynaud; and, seconded by Milo Gorden the Board adjourned the meeting at 7:20 P.M.

SEQUOIA UNION SCHOOL DISTRICT
Regular Board Meeting

6. Business and Non Instructional Operations

Agenda Item 3.1

ADA Report – Charter - K-7

Month	2016-2017			2017-2018			2018-2019		
	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)
1	296	282	282						
2	296	284	283						
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Month	2019-2020			2020-2021			2021-2022		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Month	2022-2023			2023-2024			2024-2025		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Recommended Action: **Information Only**

16-17

Sequoia Elementary

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Attendance/Membership Summary Report

Start/End Date: 08/08/2016 - 09/09/2016 School(s): 1 Calendar(s): 1
Grade: TK, K, 01, 02, 03, 04, 05

School: Sequoia Elementary Calendar: K-5 Elementary 16-17

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
TK	4	80	3	77	4.00	3.85	3	0.15	96.25%	
K	39	780	40	740	39.00	37.00	18	0.90	94.87%	
01	30	578	22	556	28.90	27.80	8	0.40	96.19%	
02	43	859	22	837	42.95	41.85	9	0.45	97.44%	
03	38	729	16	713	36.45	35.65	6	0.30	97.81%	
04	31	609	20	589	30.45	29.45	15	0.75	96.72%	
05	39	750	11	738	37.50	36.90	4	0.20	98.40%	
Total	7	224	4385	134	4250	219.25	212.50	63	3.15	96.92%

School: Sequoia Elementary Calendar: 6-7 Jr. High 16-17

	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
								Days	Avg. Daily	
	06	38	744	6	738	37.20	36.90	0	0.00	99.19%
	07	34	661	4	657	33.05	32.85	4	0.20	99.39%
Total	2	72	1405	10	1395	70.25	69.75	4	0.20	99.29%

SEQUOIA UNION SCHOOL DISTRICT
Regular Board Meeting

6. Business and Non Instructional Operations

Agenda Item 3.1

ADA Report - 8th Grade

Month	2016-2017			2017-2018			2018-2019		
	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)
1	41	40	40						
2	41	40	40						
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Month	2019-2020			2020-2021			2021-2022		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Month	2022-2023			2023-2024			2024-2025		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1									
2									
3									
4									
5									
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10									
11									

Recommended Action: **Information Only**

Agenda Item 3.1

16-17

Sequoia Elementary

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Attendance/Membership Summary Report

Start/End Date: 08/08/2016 - 09/09/2016 School(s): 1 Calendar(s): 1
Grade: 08

School: Sequoia Elementary Calendar: 8 - Jr. High 16-17

	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
								Days	Avg. Daily	
	08	41	808	3	805	40.40	40.25	2	0.10	99.63%
Total	1	41	808	3	805	40.40	40.25	2	0.10	99.63%

**SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
Cafeteria Report
10-Nov-16**

Beginning Balance:

YTD. Actuals

<i>Revenue</i>	2016-17		Balance	<u>Prior Year</u>	
	Budgeted	Current		Budgeted	Current
FEDERAL	\$ 60,000.00	\$16,788.92	\$ 43,211.08	74,312	16,216.53
STATE	\$ 5,000.00	\$1,253	\$ 3,746.88	5,691.82	1,231.23
DAILY SALES	\$ 35,000.00	\$16,474.97	\$ 18,525.03	32,000	15,910.99
INTEREST	\$ 35.00	\$ 35.81	\$ (0.81)	100	\$ 16.60
FAIR VALUE		\$ (75.34)	\$ 75.34		-6.5
TOTAL	\$ 100,035.00	\$34,477.48	\$ 65,557.52	112,104	33,368.85

<i>Expenses</i>	2016-17		Balance	<u>Prior Year</u>	
	Budgeted	Current		Budgeted	Current
SALARIES	\$ 59,951.00	\$19,464.55	\$ 40,486.45	54,167.89	21,719.00
BENEFITS	\$ 30,741.00	\$7,764.14	\$ 19,378.56	28,391.78	9,515.88
FOOD (DISTRICT)	\$34,000.00	\$11,385.02	\$22,614.98	37,867.80	17,240.42
NON-FOOD (DISTRICT)	\$ 6,500.00	\$2,172.57	\$ 4,327.43	6,487	1,436.44
EQUIPMENT	\$ -		\$ -	0.00	0.00
TRAVEL	\$ 200.00	\$63.18	\$ 136.82	200.00	25.30
Buildings & Improvement	\$ -	\$0.00			
TOTAL	\$ 131,392.00	\$40,849.46	\$ 86,944.24	127,114.71	49,937.04

EXCESS (Deficiency) of Revenue

Audit Adjustment: \$0.00

Fund Balance:

Transfer from Unrestricted: \$31,357

**42 Sequoia Union Elementary School District
Tulare County Office of Education
Accounts Payable Final - 10/13/2016 5:10:06 PM**

10/13/2016
5:10:13PM

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For November, 2016

** FINAL **
Batch No 109

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013790	A. T. & T. Mobility	PV-170156	10/13/2016		287259272862		010-00000-0-00000-82000-55000-0	\$52.39			
	A. T. & T. Mobility		10/13/2016		287259272862		011-00000-0-00000-82000-55000-0	\$423.82			
							Total Check Amount:	\$476.21			
013455	Academic Theraph Publ.	PV-170178	10/13/2016		217632		010-42030-0-11100-10000-43000-0	\$86.25			
							Total Check Amount:	\$86.25			
013192	AT&T	PV-170155	10/13/2016		Sequoia Union		010-00000-0-00000-82000-55000-0	\$9.39			
	AT&T		10/13/2016		Sequoia Union		011-00000-0-00000-82000-55000-0	\$75.97			
							Total Check Amount:	\$85.36			
013123	BANK OF THE SIERRA	PV-170179	10/13/2016		4798-5100-4059-0032		010-11000-0-11100-10000-43000-0	\$526.43			M
	BANK OF THE SIERRA		10/13/2016		4798-5100-4059-0032		010-00000-0-00000-71500-58000-0	\$2.64			M
	BANK OF THE SIERRA		10/13/2016		4798-5100-4059-0032		011-00000-0-00000-71500-58000-0	\$21.36			M
							Total Check Amount:	\$550.43			
013890	Caves and Associates	PV-170157	10/13/2016		16-231		010-00000-0-00000-71500-58000-0	\$38.50			
	Caves and Associates		10/13/2016		16-231		011-00000-0-00000-71500-58000-0	\$311.50			H
							Total Check Amount:	\$350.00			
013827	Central Sanitary Supply	PV-170158	10/13/2016		741388		010-00000-0-00000-82000-43000-0	\$16.16			
	Central Sanitary Supply		10/13/2016		741388		011-00000-0-00000-82000-43000-0	\$130.72			
							Total Check Amount:	\$146.88			
014023	Citi Cards	PV-170159	10/13/2016		0426		010-00000-0-00000-82000-43000-0	\$5.76			
	Citi Cards		10/13/2016		0426		011-00000-0-00000-82000-43000-0	\$46.56			
	Citi Cards		10/13/2016		0426		010-00000-0-00000-71500-58000-0	\$8.80			
	Citi Cards		10/13/2016		0426		011-00000-0-00000-71500-58000-0	\$71.20			
							Total Check Amount:	\$132.32			
011909	CULLIGAN WATER CONDITIONING	PV-170160	10/13/2016		16771		010-00000-0-00000-82000-55000-0	\$108.68			
	CULLIGAN WATER CONDITIONING		10/13/2016		16771		011-00000-0-00000-82000-55000-0	\$879.32			
							Total Check Amount:	\$988.00			

Tulare County Office of Education

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5:10:19PM

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For November, 2016

** FINAL **
Batch No 109

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012047	EMPLOYMENT DEVELOPMENT DEPT	PV-170161	10/13/2016		942-3834-2		010-00000-0-00000-00000-95025-0	\$187.97			G
Total Check Amount:								\$187.97			
013871	FGL Environmental	PV-170162	10/13/2016		643819A		010-00000-0-00000-82000-55000-0	\$5.50			
	FGL Environmental		10/13/2016		643819A		011-00000-0-00000-82000-55000-0	\$44.50			
Total Check Amount:								\$50.00			
013591	Fresno Hauling	PV-170163	10/13/2016				010-00000-0-00000-82000-55000-0	\$66.83			
	Fresno Hauling		10/13/2016				011-00000-0-00000-82000-55000-0	\$533.44			
Total Check Amount:								\$600.27			
014020	Frontier	PV-170164	10/13/2016				010-00000-0-00000-82000-55000-0	\$42.74			
	Frontier		10/13/2016				011-00000-0-00000-82000-55000-0	\$345.80			
Total Check Amount:								\$388.54			
013838	LD Products	PV-170165	10/13/2016		5312157		010-11000-0-11100-10000-43000-0	\$226.71			
Total Check Amount:								\$226.71			
013774	Lozano-Smith	PV-170166	10/13/2016		1029		010-00000-0-00000-71500-58000-0	\$19.00			
	Lozano-Smith		10/13/2016		1029		011-00000-0-00000-71500-58000-0	\$153.72			
Total Check Amount:								\$172.72			
013747	Mission Uniform Service	PV-170167	10/13/2016		219819		010-00000-0-00000-82000-43000-0	\$33.96			
	Mission Uniform Service		10/13/2016		219819		011-00000-0-00000-82000-43000-0	\$274.80			
Total Check Amount:								\$308.76			
012151	PRODUCERS	PV-170168	10/13/2016		717312		130-53100-0-00000-37000-47000-0	\$589.85			
Total Check Amount:								\$589.85			
013959	School Mate	PV-170169	10/13/2016		457817		010-11000-0-11100-10000-43000-0	\$105.30			
Total Check Amount:								\$105.30			
005168	SEQUOIA UN ELEMENTARY	PV-170170	10/13/2016				130-53100-0-00000-37000-47000-0	\$140.68			
	SEQUOIA UN ELEMENTARY		10/13/2016				010-07230-0-00000-36000-43000-0	\$55.00			
Total Check Amount:								\$195.68			

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10/13/2016
 5:10:19PM

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For November, 2016

** FINAL **
 Batch No 109

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
005168	SEQUOIA UN ELEMENTARY	PV-170170	10/13/2016		Sequoia Union		011-00000-0-00000-71500-43000-0	\$49.33			
	SEQUOIA UN ELEMENTARY		10/13/2016		Sequoia Union		011-00000-0-00000-71500-43000-0	\$399.14			
	SEQUOIA UN ELEMENTARY		10/13/2016		Sequoia Union		010-07200-0-11100-10000-43000-0	\$642.57			
							Total Check Amount:	\$1,286.72			
005383	SOUTHERN CALIF EDISON CO	PV-170171	10/13/2016		Sequoia Union		010-00000-0-00000-82000-55000-0	\$828.85			H
	SOUTHERN CALIF EDISON CO		10/13/2016		Sequoia Union		011-00000-0-00000-82000-55000-0	\$6,706.15			
							Total Check Amount:	\$7,535.00			
012054	TULARE COUNTY DEPT OF EDUC.	PV-170173	10/13/2016		170733		010-00000-0-00000-71500-52000-0	\$44.00			H
	TULARE COUNTY DEPT OF EDUC.		10/13/2016		170733		011-00000-0-00000-71500-52000-0	\$356.00			H
							Total Check Amount:	\$400.00			
011944	TULARE COUNTY HEALTH SERVICES	PV-170172	10/13/2016		159916		010-00000-0-00000-71500-58000-0	\$24.09			
	TULARE COUNTY HEALTH SERVICES		10/13/2016		159916		011-00000-0-00000-71500-58000-0	\$194.91			
							Total Check Amount:	\$219.00			
013416	VISALIA UNIFIED	PV-170174	10/13/2016		Sequoia Union		010-07230-0-00000-36000-51000-0	\$5,849.80			
	VISALIA UNIFIED		10/13/2016		Sequoia Union		010-07200-0-11100-10000-43000-0	\$162.01			
							Total Check Amount:	\$6,011.81			
012751	WAGNER, HOPE	PV-170175	10/13/2016		Sequoia Union		130-53100-0-00000-37000-47000-0	\$18.92			
							Total Check Amount:	\$18.92			
014002	WeVideo Inc.	PV-170176	10/13/2016		1262		010-63000-0-11100-10000-43000-0	\$549.00			
							Total Check Amount:	\$549.00			
006424	WOODLAKE HARDWARE CO	PV-170177	10/13/2016		5387		010-00000-0-00000-82000-43000-0	\$3.48			
	WOODLAKE HARDWARE CO		10/13/2016		5387		011-00000-0-00000-82000-43000-0	\$28.11			
							Total Check Amount:	\$31.59			

Tulare County Office of Education
Accounts Payable Final - 10/13/2016 5:10:06 PM

42 Sequoia Union Elementary School Dis
For November, 2016

10/13/2016
5:10:19PM

Page 1 of 1
APY500

** FINAL **
Batch No 109

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount: \$21,497.61

42 Sequoia Union Elementary School District
Tulare County Office of Education
Accounts Payable Final - 10/13/2016 5:10:06 PM

Page 1 of 1
 APY500

10/13/2016
 5:10:19PM

** FINAL **
 Batch No 109

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
Batch No 109											
Total Accounts Payable:											
											\$21,497.61

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 \$21,497.61 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).

10-13-16

 Authorizing Signature Date

Fund Summary	Total
010	\$9,701.81
011	\$11,046.35
130	\$749.45
Total	\$21,497.61

Tulare County Office of Education

Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 11/3/16

Instructions

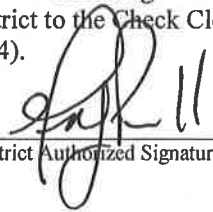
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted 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>2</u>	No. Enclosed <u>1</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>1</u>	No. Enclosed <u>0</u>
PERS Action Form	No. Enclosed _____	No. Enclosed _____
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>6,380.35</u>	Total Amount \$ <u>4,588.32</u>

The Sequoia Union Mem-Charter 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

11, 4, 16
Date

TCOE Processing

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

Date Received by TCOE _____/_____/_____

Received & Processed By _____

Tulare County Office of Education
Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 10 / 19 / 16

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>1</u>	No. Enclosed <u>1</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>92,385.⁰⁰</u>	Total Amount \$ <u>48,486.²⁸</u>

The _____ 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

10 / 19 / 16
 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
GENERAL FUND FINANCIAL REPORT
REGULAR MEETING
10-Nov-16**

GENERAL FUND FINANCIAL REPORT

Prior Year

<u>Classification</u>	<u>Approved Bud.</u>	<u>Year to Date</u>	<u>o/o Rec'd.</u>	<u>Balance</u>	<u>Approved Bud.</u>	<u>Year to Date</u>
Total Rev. Limit	\$ 571,975.00	166,154.04	\$ 0.29	\$ 405,820.96	2,358,135.00	696,984.35
Fed. Rev.	\$ 125,550.00	47,563.00	\$ 0.38	\$ 77,987.00	159,168	11,556.00
State Rev.	\$ 200,073.00	237,080.63	\$ 1.18	\$ (37,007.63)	775,069	64,274.51
Local Rev.	\$ 31,200.00	-6,636.28	\$ (0.21)	\$ 37,836.28	61,997	15,659.85
Total Rev.	\$ 928,798.00	444,161.39	\$ 0.48	\$ 484,636.61	3,354,369	788,474.71
				\$ -		
Expenditures				\$ -		
Certificated salaries	\$ 405,979.00	239,100.44	\$ 0.59	\$ 166,878.56	1,002,744	363,669.73
Classified salaries	\$ 222,426.00	142,449.65	\$ 0.64	\$ 79,976.35	452,893.00	202,833.16
Benefits	\$ 246,874.00	111,460.55	\$ 0.45	\$ 135,413.45	597,356.00	192,842.70
Textbooks/supl.	\$ 158,912.00	73,047.09	\$ 0.46	\$ 85,864.91	193,932	137,981.54
Dues/Memberships	\$ 605.00	1,661.48	\$ 2.75	\$ 4,895.00	5,500	4,588.88
Travel/Staff Development	\$ 26,844.00	18,313.84	\$ 0.68	\$ 8,530.16	18,653.25	4,067.62
Insurance	\$ 13,670.00	9,991.00	\$ 0.73	\$ 3,679.00	15,000.00	0.00
Housekeeping	\$ 14,300.00	13,088.88	\$ 1.00	\$ 1,211.12	130,000.00	54,743.76
Rentals/Leases/Repairs	\$ 6,000.00	20,856.22	\$ 3.48	\$ (14,856.22)	63,500.00	22,390.02
Pension Penalties & Interest						
Services	\$ 42,711.00	23,409.73	\$ 0.55	\$ 19,301.27	149,484.00	35,109.85
Subagreements	\$ 28,619.00	5,849.80	\$ 0.20	\$ 22,769.20	28,619	5,849.80
Capital Outlay	\$ 184,650.00	45,508.20	\$ 0.25	\$ 139,141.80	708,680.14	35,340.45
Other Outgo	\$ 880.00	-1,417.00	\$ (1.61)	\$ 2,297.00	3,943.00	2,882.00
Total Expenditures	\$ 1,352,470.00	703,319.88	\$ 0.52	\$ 649,150.12	3,370,304.51	1,062,299.51
Surplus/Deficit	-558,291.00					
Interfund Transfers Out	31,357.00					
Beginning Balance	1,814,210.34					
Projected Ending Balance						
Components	1,255,919.34					
of ending	Designated Res.			Revolving Fund	Undesignated	Contributions
balance	756,832.04			2,000.00	274,883.30	-134,619

**SEQUOIA UNION SCHOOL DISTRICT
GENERAL FUND FINANCIAL REPORT
REGULAR MEETING
10-Nov-16**

Charter Fund Financial Report

Classification	Approved Bud.	Year to Date	o/o Rec'd.	Balance
Rev. Limit	\$2,012,760	\$392,194.00	\$ 0.19	\$ 1,620,566.00
State Rev.	\$67,989			
Total Rev.	\$2,080,749	\$ 392,194.00	\$ 0.19	\$ 1,620,566.00
Expenditures				\$ -
Certificated salaries	\$ 681,086.00	\$94,662.86	\$ 0.14	\$ 586,423.14
Classified salaries	\$289,115.00	\$37,550.08	\$ 0.13	\$ 251,564.92
Benefits	\$367,389.00	\$52,288.00	\$ 0.14	\$ 315,101.00
Textbooks/supl.	\$27,590.00	\$ 11,010.34	\$ 0.40	\$ 16,579.66
Dues/Memberships	\$ 4,895.00	\$ 2,928.10	\$ 0.60	\$ 1,966.90
Travel/Staff Development	\$12,000.00	\$6,989.98	\$ 0.58	\$ 5,010.02
Insurance	\$ -	\$ -	#DIV/0!	\$ -
Utilities	\$ 115,700.00	\$ 31,207.24	\$ 0.27	\$ 84,492.76
Rentals/Leases/Repairs	\$ 44,500.00	\$ 1,947.18	\$ 0.04	\$ 42,552.82
Services	\$74,133.00	\$4,945.51	\$ 0.07	\$ 69,187.49
Subagreements	\$0	\$ -	#DIV/0!	\$ -
Other Outgo	\$7,120	\$ -	\$ -	\$ 7,120.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,623,528.00	\$243,529.29	\$ 0.15	\$ 1,379,998.71
Surplus/Deficit	\$457,221.00			
Beginning Balance				
Audit Adjustment	\$0.00			
Contributions	\$103,263.00			
Projected Ending Balance				
Components	560,484.00			
of ending	Revolving Fund		Designated Reserves	
balance				Designated for Revenue Limit Deficits

Designated For Revenue Limit Deficits

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.1 Update on Well Project and Approval of Claims - Nick Keller/Keller-Wegley Engineers:

The Board will be requested to review and approve the claims for reimbursement from Keller/Wegley Engineers. Also, an update will be given to the Board regarding the progress on the well project.

Recommendations: Approve claims for reimbursement

On a motion of member _____, and seconded by _____, the Board voted to approve claims for reimbursement.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
<u>Anna Eynaud</u>				
<u>Milo Gorden</u>				
<u>Matt McEwen</u>				
<u>Milo Gorden</u>				
<u>Bradley Ward</u>				

Agenda item 5.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.2 Interdistrict Agreement Requests:

The Board will be requested to review and approve the interdistrict agreement requests as submitted.

No report

Recommendations: Approve interdistrict agreement requests

On a motion of member _____, and seconded by _____, the Board voted to approve the interdistrict agreement requests.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud	_____	_____	_____	_____
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.3 Updated Agreement with M. Green and Co:

The Board will be requested to review and amended contract for services for M. Green & Co. Auditors.

Recommendations: Approve amended contract with M. Green & Co.

On a motion of member _____, and seconded by _____, the Board voted to approve the amended agreement with M. Green & Co.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
<u>Anna Eynaud</u>				
<u>Milo Gorden</u>				
<u>Matt McEwen</u>				
<u>James McNulty</u>				
<u>Bradley Ward</u>				

Agenda item 5.3



M. Green and Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

REBECCA AGREDANO, C.P.A.

LARRY W. AYERS, C.P.A.

MARLA D. BORGES, C.P.A.

WM. KENT JENSEN, C.P.A.

KATHLEEN M. LAMPE, C.P.A., C.V.A.

LYNN M. LAMPE, C.P.A., C.F.E.

ALAN S. MOORE, C.P.A.

ELAINE D. REULE, C.P.A., C.F.E.

GIUSEPPE SCALIA, C.P.A.

NATALIE H. SIEGEL, C.P.A.

October 19, 2016

Board of Trustees and Management
Sequoia Union Elementary School District
PO Box 44260
Lemon Cove, California 93244

Dear Board of Trustees and Management:

Enclosed please find an engagement agreement covering an audit of your District for the year ended June 30, 2016. We had previously provided an engagement agreement for multiple years which is still valid for the years and fees agreed upon. Due to the ongoing changes to audit guides, the new Uniform Guidance (Single Audit) and required wording changes, we needed to update the agreement to include all of these changes. Although the original signed agreement and fees are agreed upon with our multi-year agreement, we will require a signed engagement agreement that is only for one year. We have enclosed two copies the engagement agreement regarding an audit of your District for the year noted above. If you agree with its terms, please sign both copies of the agreement and return one copy to us and the second copy is for your files. Thank you for your continued trust in M. Green and Company LLP and we are sorry for this inconvenience. If you have any questions or concerns about this agreement or any other matter, please contact the undersigned.

Very truly yours,

M. GREEN AND COMPANY LLP
Certified Public Accountants

Kathleen M. Lampe, CPA, CVA
Partner

KML/cg
Enclosures

*Dinuba
Hanford
Tulare
Visalia*



M. Green and Company LLP

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NATALIE H. SIEGEL, C.P.A.

NORIKO A. AWBREY, C.P.A.

NICOLE A. CENTOFANTI, C.P.A.

BRENDA A. DADDINO, C.P.A.

JASON A. FRY, C.P.A., M.S.A.

TRACY L. MCINTYRE, C.P.A.

R. IAN PARKER, C.P.A.

MARY L. QUILLIN, C.P.A.

RACHEL L. SCHROEDER, C.P.A.

ROSALIND WONG, C.P.A.

JAMES G. DWYER, C.P.A.
Consultant

KEVIN M. GREEN, C.P.A.
Consultant

KENNETH B. NUNES, C.P.A.
Consultant

KENNETH W. WHITE, JR., C.P.A.
Consultant

October 19, 2016

Board of Trustees, Audit Committee and Management
Sequoia Union Elementary School District
PO Box 44260
Lemon Cove, California 93244

We are pleased to confirm our understanding of the services we are to provide Sequoia Union Elementary School District for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Sequoia Union Elementary School District as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Sequoia Union Elementary School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Sequoia Union Elementary School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules.
- 3) Schedule of Funding Progress Other Postemployment Benefit Plan. (if applicable)
- 4) Schedule of the District's Proportionate Share of the Net Pension Liability.
- 5) Schedule of the District's Contributions.

**Dinuba
Hanford
Tulare
Visalia**

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

- 1) All supplementary information and schedules required by the Education Audit Appeals Panel's 2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, found In Title 5, Division 1.5, Chapter 3 of the California Code of Regulations.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

- 1) Combining Statements presented as Other Supplementary Information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Education Audit Appeals Panel's 2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, found in Title 5, Division 1.5, Chapter 3 of the California Code of Regulations, and will include tests of the accounting records of Sequoia Union Elementary School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Sequoia Union Elementary School District's financial statements. Our report will be addressed to the Board of Trustees of Sequoia Union Elementary School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Sequoia Union Elementary School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

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

Audit Procedures—Internal Control

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

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

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Sequoia Union Elementary School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, related notes, required supplementary information and supplementary information of Sequoia Union Elementary School District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements and that certain state programs, specified in the Education Audit Appeals Panel's 2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting are managed in compliance with applicable laws and regulations.

Management is also responsible for making all financial records and related information available to us and for the accuracy; and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. All adjustments to the underlying accounting information for financial statement presentation will be discussed with management prior to release of the financial statements. Also, copies of all adjusting entries for all funds, in the SACS account format, will be provided to the Tulare County Office of Education.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants, and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the State's K-12 Audit Guide, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review when we begin our audit fieldwork.

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

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

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

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

You agree to assume all management responsibilities relating to the financial statements, related notes, required supplementary information and supplementary information and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, related notes, required supplementary information and supplementary information and that you have reviewed and approved the financial statements, related notes, required supplementary information and supplementary information prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is also responsible for the design, implementation and administration of applicable policies that may be required under the *Affordable Care Act*. As M. Green and Company LLP is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your District's compliance with the *Affordable Care Act*.

Engagement Administration, Fees, and Other

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practices. Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work we perform for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

We understand that your employees will prepare all cash or other confirmations we request, conversion entries, audit worksheets and schedules and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to Sequoia Union Elementary School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. However, we may be requested to make certain documentation available to the State Controller's Office which shall be granted access to audit documentation prepared by the auditors in accordance with Education Code 14504. Pursuant to authority given by law or regulation, we may be required to make certain audit documentation available to the Federal Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U. S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of M. Green and Company LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Federal Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The audit shall be commenced as soon as mutually agreeable and shall be completed and a final report filed with the requisite agencies no later than the 15th day of December following the close of the fiscal year. The audit filing date can be extended only upon proper authorization by the State Controller's Office and the California Department of Education. Kathleen M. Lampe, CPA, CVA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that M. Green and Company LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services will be based on the amount of time required at our billing rates, adjusted for the difficulty and potential risk of the work, plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee for the audit, including expenses will not exceed \$13,750. Our billing rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your engagement. Our fees are based on anticipated cooperation from your personnel and the assumption that any unexpected circumstances, such as significant changes in audit guide procedures, implementations of or assistance with new GASB statements, or significant summarizations procedures, will not be encountered during the engagement.

All invoices will be due and payable upon presentation, and failure to pay them within a reasonable time (usually thirty (30) days), will relieve us from responsibility to perform further services. Financing charges will be added at 1.5 percent per month on all accounts unpaid over sixty (60) days after they are billed. Sequoia Union Elementary School District acknowledges and agrees that we are not required to continue work in the event of Sequoia Union Elementary School District's failure to pay on a timely basis for services rendered as required by this engagement letter.

In addition, you further agree that in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M. Green and Company LLP in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our rates adjusted for the difficulty and potential risk of the work, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

Sequoia Union Elementary School District further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Sequoia Union Elementary School District's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to Sequoia Union Elementary School District for any damages that occur as a result of our ceasing to render services. We may require a retainer or retainers, which will be applied to current billings as billed. If we elect to terminate our services, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. This contract is null and void if M. Green and Company LLP is declared ineligible to perform LEA audits pursuant to Education Code 41020.5.

Of the audit fee, 10 percent must be withheld pending approval of the audit report by the State Controller. The 10 percent will be released upon certification by the State Controller that the report conforms to the reporting standards in the current audit guide (Education Code 14505).

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for inception or unintentional disclosure or communication of email transmissions, or unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

In recognition of the relative risks and benefits of this agreement to both client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not be greater than the total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation applies to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

As your CPA firm, we collect:

- Information provided by you from worksheets, documents, and discussions.
- Information that we develop as part of your engagement.

As your CPA firm, we are required to keep all information about our engagement confidential so we will not disclose any information about you unless we have your approval or are required/permitted by law. This applies even if you are no longer a client.

As your CPA firm, we are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information.

The documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. It is our company policy to keep records related to client engagements for seven years. However, M. Green and Company LLP (typically) does not keep any original client records, so we will return those to you at the completion of the services rendered under your engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven year period, M. Green and Company LLP may destroy our records related to your engagement.

We have provided you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2014 peer review report has been provided to you in previous correspondence.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Board of Trustees, Audit Committee and Management
Sequoia Union Elementary School District
October 19, 2016
Page 11

We appreciate the opportunity to be of service to Sequoia Union Elementary School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign both copies and return one copy to us and the second copy is for you records.

Very truly yours,



M. GREEN AND COMPANY LLP
Certified Public Accountants

Enclosures

RESPONSE:

This letter correctly sets forth the understanding of Sequoia Union Elementary School District.

By: _____

Title: _____

Date: October 19, 2016

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.4 Setting Date for Annual Organizational Meeting Between December 2 and December 16, 2016:

The Board will be requested to set the date for the annual organizational meeting between the dates of December 2 and December 16, 2016. This meeting is an annual requirement and it is the date the Board will elect a new Board President and Clerk , appoint a member to be the representative to participate in the 2017 Election of Members to the County Committee on School District Organization. At the meeting will be also swear in the members into office. The Statement of Facts will need to be signed and the signature page will also need to be signed.

Recommendations: Approve calendar

On a motion of member _____, and seconded by _____, the Board voted to approve the 2016-17 instructional calendar.

<u>BOARD MEMBERS</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Anna Eynaud</u>				
<u>Milo Gorden</u>				
<u>Matt McEwen</u>				
<u>James McNulty</u>				
<u>Bradley Ward</u>				

Tulare County Office of Education

Committed to Students, Support and Service

Jim Vidak
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) 733-6328
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

October 17, 2016

To: District Superintendents

From: Jim Vidak, County Superintendent of Schools

SUBJECT: **SETTING DATE FOR ANNUAL ORGANIZATIONAL MEETING
BETWEEN DECEMBER 2 AND DECEMBER 16, 2016
[ED. CODE §35143]**

At its regular November meeting, the governing board should set the date for its annual organizational meeting, to be held this year between December 2 and December 16, 2016.

Pursuant to Education Code §35143, the organizational meeting **MUST** be held in the 15-day period beginning on the **first Friday in December**, the beginning of the term for newly elected board members and the end of term for departing board members.

At the organizational meeting a regular schedule of meetings for the coming year is adopted; new officers are elected for the following calendar year; and, if this is an election year for your district, new board members are sworn in pursuant to Education Code §5017 and 5328. Certificates and oaths of office will be provided for this purpose by this office.

Section 35143 also requires districts to notify all board members and members-elect in writing, at least 15 days prior to the meeting, of the date and time of the annual meeting, and also to notify the county superintendent. The attached form is provided for your convenience in meeting these requirements. **Please send the form to my office, attn: Shelly DiCenzo, immediately following the November meeting.** The form may also be used to notify board members and members-elect in writing.

JV/sd

Attachment: Notification of Annual Organizational Meeting

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING

TO: (1) Tulare County Superintendent of Schools, Attn: Shelly DiCenzo
(2) Governing Board Members and Members-Elect of this District

FROM: Superintendent

Sequoia Union Elem. School District

RE: **NOTIFICATION OF DAY AND TIME OF ANNUAL ORGANIZATIONAL MEETING, HELD PURSUANT TO EDUCATION CODE §35143**

At a regular meeting of the governing board of the Sequoia Union Elementary School District, held on the 10 day of November, 2016, this board determined that the annual organizational meeting will take place as follows:

Date: December _____, 2016

Time: _____:_____ a.m./p.m. (*circle one*)

Place: _____

Location Name, Room Number and Address

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

- 5.5 Resolution #6 - Resolution Making Determinations Pursuant to Government Code Section 4217.10, ET SEQ.; Authorizing the Executing and Delivery of an Energy Services Agreement and Other Documents and Other Actions Required in Connection Therewith:

The resolution authorizes public agencies to enter into energy service contracts, facility financing contracts, and related agreements to implement the State's conservation and alternative energy supply source policy.

Recommendations: Approve Resolution #6

On a motion of member _____, and seconded by _____, the Board voted to approve resolution #6 authorizing the executing and deliver of an energy services agreement and other documents and other actions required in connection therewith.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud				
Milo Gorden				
Matt McEwen				
James McNulty				
Bradley Ward				

Agenda item 5.5

**BEFORE THE BOARD OF EDUCATION
OF THE SEQUOIA UNION ELEMENTARY SCHOOL DISTRICT
TULARE COUNTY, CALIFORNIA**

RESOLUTION NO. ---#6

**RESOLUTION MAKING DETERMINATIONS PURSUANT TO GOVERNMENT
CODE SECTIONS 4217.10, *ET SEQ.*; AUTHORIZING THE EXECUTION AND
DELIVERY OF AN ENERGY SERVICES AGREEMENT AND OTHER DOCUMENTS
AND OTHER ACTIONS REQUIRED IN CONNECTION THEREWITH**

WHEREAS, it is the policy of the State of California and the intent of the State Legislature to promote all feasible means of energy conservation and all feasible uses of alternative energy supply sources; and

WHEREAS, California Government Code section 4217.10, *et seq.* authorizes public agencies to enter into energy service contracts, facility financing contracts, and related agreements to implement the State's conservation and alternative energy supply source policy; and

WHEREAS, Sequoia Union Elementary School District ("District") desires to reduce the steadily rising costs of meeting the energy needs at its facilities; and

WHEREAS, SchoolWorks, Inc. has provided the District with analysis showing the benefits of implementing certain energy conservation measures through the installation of certain heating, ventilation and air conditioning upgrades, and SchoolWorks, Inc.'s analysis ("Analysis") is attached hereto as Exhibit A and made part hereof by this reference; and

WHEREAS, the Analysis and other information presented includes data showing that the anticipated cost to the District for the electrical energy provided by the Project will be less than the anticipated cost to the District of electrical energy that would have been consumed by the District in the absence of such measures. As a result, in the long run the District will spend less money than it would if it did not make the improvements; and

WHEREAS, the District proposes to enter into an agreement with Stevens Refrigeration ("Company"), pursuant to which Company will install certain heating, ventilation and air conditioning upgrades at the District ("Energy Agreement"); and

WHEREAS, the Board proposes to enter into the Energy Agreement substantially in the form presented at this meeting, subject to such changes, insertions or omissions as the Superintendent or other designee reasonably deems necessary following the Board's adoption of this Resolution; and

WHEREAS, pursuant to Government Code section 4217.12, the Board has held a public hearing, public notice of which was given at least two (2) weeks in advance, to receive public comment; and

NOW, THEREFORE, based upon the above-referenced recitals, the Board hereby finds, determines and orders as follows:

1. The Board finds that the terms of the Energy Agreement in the form presented at this meeting are in the best interests of the District.

2. In accordance with Government Code section 4217.12, and based on data provided in the Analysis, the Board finds that the anticipated cost to the District for electrical energy provided by the Project under the Energy Agreement will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of those purchases.

3. The Board hereby approves the Energy Agreement, subject to such changes, insertions or omissions as the District's Superintendent or his designee reasonably deems necessary.

4. The District's Superintendent or designee is authorized and directed to negotiate any further changes, insertions and omissions to the Energy Agreement, and thereafter to execute and deliver the Energy Agreement following the Board's adoption of this Resolution. The District's Superintendent or designee is further authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution and said agreement.

The foregoing Resolution was adopted at a meeting of the Board of Education of the Sequoia Union Elementary School District on November 10, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

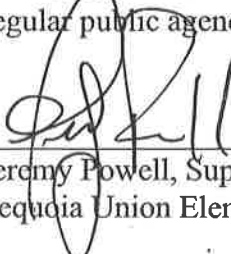
President, Board of Education
Sequoia Union Elementary School District
Tulare County, California

CERTIFIED TO BE A TRUE
AND CORRECT COPY:

Clerk, Board of Education
Sequoia Union Elementary School District
Tulare County, California

Public Notice Pursuant to Gov. Code § 4217.12

NOTICE IS HEREBY GIVEN that on November 10, 2016, at 6:00 p.m. or as soon thereafter as practicable, at a regularly scheduled public meeting of the Board of Trustees of the Sequoia Union Elementary School District, which will be held at 23958 Ave. 324, Lemon Cove, CA 93244, the Board will consider entering into an agreement with Stevens for the purpose of performing certain energy savings measures. At said meeting, the Board will hold a public hearing and consider a resolution to adopt findings required by Government Code section 4217.12 regarding anticipated energy cost savings and other benefits the District may receive if the Board decides to enter into the agreement. The resolution will be included with the Board's regular public agenda for the November 10, 2016 meeting.



Jeremy Powell, Superintendent
Sequoia Union Elementary School District

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.6 Bids for Replacing 17 AC/HVAC Units and Wireless Controls and Door Interupters:

The Board will be requested to review and approve one bid to replace the AC/HVAC units and install wireless controls and door interupters.

Recommendations: Approve bid for AC/HVAC units and wireless controls and door interupters

On a motion of member _____, and seconded by _____, the Board voted to approve one bid for HC/HVAC units.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
<u>Anna Eynaud</u>				
<u>Milo Gorden</u>				
<u>Matt McEwen</u>				
<u>James McNulty</u>				
<u>Bradley Ward</u>				

Agenda item 5.6



5540 W Monte Verde Ave
 Visalia, CA 93277
 559.936.9380
 Email stevensrefrigeration@gmail.com
 lic#959882

Name / Address

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

ESTIMATE

Date	Estimate #
8/29/2016	592

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

Project

Description	Qty	Rate	Total
LABOR TO REPLACE 17 UNIT AND INSTALL WI-FI THERMOSTAT WITH DOOR SWITCHES 3 SERVICE TECH ON THE JOB	360	158.598	57,095.28
3 TON REFRIGERANT R-410 A PACKAGE UNITS 14 SEER 460 VOLTS 3 PH 60 HZ WITH PROPANE CONVERSION KITS	11	3,969.02909	43,659.32T
6 WALL MOUNT HEAT PUMPS 14 SEER 230VOLTS 1PH 60HZ		20,282.08	20,282.08T
12.5 TON PACKAGE UNIT REFRIGERANT R-410A 460 VOLT 3PH 60HZ WITH PROPANE CONVERSION KIT AND ECONOMIZER ...	1	11,071.15	11,071.15T
WI- FI THERMOSTAT CONTROL FOR CLASS ROOMS AND DOOR SWITCHES	1	17,881.70	17,881.70T
5KW ELECTRICAL HEATERS FOR HEAT PUMP UNIT WALL SYSTEMS.	6	234.71333	1,408.28T
CRANE	10	250.00	2,500.00
SHIPPING	1	1,480.00	1,480.00
---LEAD TIME ON THE COLEMAN UNIT Running 4-6 weeks to assemble plus common carrier transport ---THE SOLAIR WALL UNIT Have 4-5 weeks to build plus common carrier transport ----THE ADAPTA-CURD Has a 5-7 business days production and common carrier transport 2 days			

Estimate good for 60 days

SIGNATURE: _____
 DATE: _____
 PRINT _____

Subtotal

Sales Tax (7.75%)

Total



5540 W Monte Verde Ave
 Visalia, CA 93277
 559.936.9380
 Email stevensrefrigeration@gmail.com
 lic#959882

Name / Address

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

ESTIMATE

Date	Estimate #
8/29/2016	592

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

Project

Description	Qty	Rate	Total
<p>EXCLUSIONS: Internet Connectivity, If any ductwork or electrical , structure problems are found this will be time and material charge on top of the bid cost Permits or Bonds that's needed for this project will be added to the bid cost at their request.</p> <p>(PROGRESS PAYMENT WILL BE NEED AFTER 1 WEEK OF STARTING WORK AND PAID THE FULL AMOUNT 30 DAYS AFTER THE JOB IS DONE .</p>			

Estimate good for 60 days

SIGNATURE: _____
 DATE: _____
 PRINT _____

Subtotal	\$155,377.81
Sales Tax (7.75%)	\$7,308.45
Total	\$162,686.26



License # 292529

Visalia

1345 N. American St., 93291

Phone 559-651-1776

Fax 559-651-0205

Bakersfield

6077 Coffee Rd # 4-78, 93308

Phone 661-393-6965

Fax 661-588-4202

09/20/2016

Robert Weiss
Sequoia Union School
23958 Avenue 324
Lemon Cove, CA 93244
Ph.: 559-564-2106

Project: Remove and replace (11) York 3 ton package Units, (6) Heat pumps Bard style units, (1) 20 ton York Unit for Gym, & installation of Controls system with Wireless control & door Interrupters.

THE FOLLOWING SCOPE OF WORK IS SUBMITTED FOR YOUR APPROVAL:

Scope of Work Inclusions:

- Remove and Dispose of old packages unit As per EPA guidelines.
- Disconnect all electrical power and remove existing system for offsite disposal as per EPA guidelines.
- Provide and Install York Package units to accommodate existing footprint to avoid installing additional curb adapter.
- Remove and replace bard style units with similar style footprints.
- Connect to existing electrical with new fused disconnect and conduit as per Uniform mechanical code.
- Remove and replace with new condensate piping with vent trap as per Uniform mechanical code.
- Connect to existing gas line on roof with new gas flex, Valve, propane kit, and install sediment trap as per Uniform mechanical code.
- Provide and field install title 24 compliant economizer modulating with controls.
- **Provide and install Pelican control system for replacement units and existing systems on site including HVAC inhibit door sensors. **
- Provide Contract licensed crane service for the duration of the removal and replacement of package units.
- Provide supervisor with our closing documentation which contains operation and maintenance information manual for installed equipment.
- Perform factory recommended start up and check all operations at full capacity.
- Job is to be installed During the Christmas break and performed under regular working Hours which consist of Mon-Fri 8AM- 5PM @ Prevailing wages.

Scope of Work Exclusions:

- Guarantee on existing electrical panel.
- Guarantee on other existing equipment.
- Guarantee on existing vent & gas piping we connect to.
- Guarantee on existing duct work we connect to below the roof line.
- Any work not detailed above in Scope Inclusions

Construction * Air Conditioning * Refrigeration * Controls * Plumbing * Electrical

Cost: *Pelican controls system.*

In accordance with the scope of work outlined above, we offer the following price for your consideration:

Twenty Four Thousand One Hundred & Seventy Dollars..... \$24,170.00

Cost: Package unit replacements.

In accordance with the scope of work outlined above, we offer the following price for your consideration:

One Hundred & Fifty Four Thousand Three Hundred & Twenty Eight Dollars..... \$154,328.00

)

178,498

Please note that this price is based upon the acceptance of a mutually agreeable contract and project schedule. Should you have any questions regarding this quotation, please do not hesitate to contact me at 559-651-1776 or via email at jsandoval@aminc.com. Again, thank you for your consideration.

Sincerely,

AMERICAN INCORPORATED

JESSE SANDOVAL
Technical Services



All material is guaranteed to be as specified. All work to be completed in a manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. This proposal is valid for thirty (30) days.

Approved: _____
Company: _____
Name: _____
Date: _____
PO #: _____

Proposal # SRV- 5205
Company: American Incorporated
Name: Jesse Sandoval
Title: Technical Services
Date: 09/20/2016



1014 E. Walnut Ave.
Tulare Ca, 93274
Phone (559)686-4312 Fax (559)686-4233
Lic# 933756

Date: 8/29/16

Proposal and Contract

Bid Submitted To: Sequoia Union Elementary Certified Payroll Dir # 1000009277
Project Legal Address: Site Cale#547216000000
School Mailing Address: P.O. Box 44260 Lemon Cove Ca, 93244

Project Scope: Prop 39 Upgrade Project : To be executed during winter break

Equipment:

Classrooms 10-30

(10)ZE048H12B4A1AAA1A1 4.0 Ton, York Small Sunline Single Packaged R-410A Air Conditioner, 12.0 EER / 14.0 SEER, Single Stage Cooling, 125 MBH Input, Single Stage Gas Aluminum Steel, 460-3-60

LP Kit: (10)1NP0440 Natural Gas to Propane Conversion Kit (1-Stage)

Economizers: (10) ECOCSUN3672DBS Sunline 3-6 ton econo modulating controls w/ w/ se controls selectable dry bulb sensor Title 24 compliant including FDD

Modular:

(6)4 Ton Wallmount HP 208-230/1ph/60, Low sound & Higher Efficiency 10 EER & 2 Stage Compressor

(6) Return Grill for S unit (6) Supply Grill for S unit

Gym: (1) ZJ240N40P4A1AAA1A1 20 Ton, York Large Sunline Single Packaged R-410A Air Conditioner, 11 EER / 12 IEER (CV) / 13 IEER (Intellispeed) / 12 IEER (VAV), Four Stage Cooling, 400 MBH Input Aluminized Steel, Two Stage Gas Heat, No Factory Installed

(1) ZE036H05B4A1AAA1A1 3 Ton, York Small Sunline Single Packaged R-410A Air Conditioner, 12.0 EER / 14.0 SEER, Single Stage Cooling, 50 MBH Input, Single Stage Gas Aluminum Steel, 460-3-60

LP Kit (1) 1NP0418 Natural Gas to Propane Conversion Kit (2-Stage)

Flue Extension kit : (1) 1FE0410 Flue Extension Kit

Economizer: (1)ECOCSLU180DBS Ultra econo modulating controls w/ w/ se controls selectable dry bulb sensor Title 24 compliant including FDD

Class Rooms:

(10) ZE036H05B4A1AAA1A1 3.0 Ton, York Small Sunline Single Packaged R-410A Air Conditioner, 12.0 EER / 14.0 SEER, Single Stage Cooling, 50 MBH Input, Single Stage Gas Aluminum Steel, 460-3-60 • 1.5 HP Standard Static Belt Drive Blower • 1" Throwaway Filters

Economizers: (10) ECOCSUN3672DBS Sunline 3-6 ton econo modulating controls w/ w/ se controls selectable dry bulb sensor Title 24 compliant including FDD

LP Kit: (10)1NP0440 Natural Gas to Propane Conversion Kit (1-Stage)

Thermostats: (26)Venstar T-5800 Color Wi-fi thermostats (26)low voltage wire

Electrical Scope: (11)60 amp non-fuse disconnects 3ph (6)60 amp non-fused 3ph disconnects (17)3/4" whips

Plumbing code upgrades:

(12)Gas flexes (12)Shut off valves (12)Sediment traps (12)Condensate drains and traps

Smoke Detectors: (12)Photo smoke detectors (12)sample tubes

Labor: all labor to be certified prevailing wage DIR#1000009277

Crane: (1)service for roof top equipment

Removal & disposal (1)removal & disposal of existing equipment

Terms: Progress billing net 30 days

Total Amount of Contract:.....\$197,250.00

Conditions: It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by, fire strikes or material stolen after installation upon premises, lockouts, acts of the public enemy, accidents boycotts or different character or other causes beyond our control .prices quoted in this contract are based upon present prices and upon conditions that the contract /proposal will be valid and accepted within 30 days of date on this contract.

Changes: any alterations or changes made once this contract proposal has been signed .will be executed only upon written change order the change will become an extra charge over and above the bid price ,only active once it has been approved by the owner of Starace Mechanical.

Cancellations: will be charged for all material in full and any labor that has accrued up to the time of canceling .if necessary any attorney ,court legal fees will apply
Under the mechanics lien law, any labor materials, man or other person who helps to improve your property and is not paid for his labor, services or materials has the right to enforce his claim against your property. 1ST. by 15TH day of preliminary notice and 2ND by following up with a mechanics lien field on your property in the county in which the property is established .failure to pay Starace Mechanical will result in the customer being held responsible for all attorney ,court ,filling and collecting fees [plus the amount of materials parts, labor and services rendered .

Note:

Warranty: The HVAC work improvement includes a CAC one year warranty on all parts and labor. Warranty beyond that will be in accordance with the equipment manufacture. Most compressors have 5 year warranty and most heat exchangers have life time warranty, see manufacture for details.

All labor included in bid for completion of what is on bid anything not mentioned will result in a change order. Schedules are kept to meet time frame given by general contractor. **Note:** Once the customer/ contractor agree to work/services to be rendered and this contract/proposal is signed and dated this becomes a legal binding contract with the customer/contractor & Starace Mechanical.

NAME: _____

DATE: _____

ADDRESS: _____

SIGNATURE: _____

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.7 Annual Developer Fee's Report for 2015-16:

The Board will be requested to review and approve the Annual Developer Fee Report for the 2015-16 year.

Recommendations: Approve Annual Developer Fee's Report for 2015-16

On a motion of member _____, and seconded by _____, the Board voted to approve the Annual Developer Fee's Report for 2015-16..

<u>BOARD MEMBERS</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Anna Eynaud</u>				
<u>Milo Gorden</u>				
<u>Matt McEwen</u>				
<u>James McNulty</u>				
<u>Bradley Ward</u>				

Agenda item 5.7

ANNUAL REPORT OF DEVELOPER FEES

School District Name: Sequoia Union Elementary
Reporting Period: July 1, 2015 - June 30, 2016
Date Report Made Available to the Public: October 27, 2016
Date Report Presented to the Board November 10, 2016

DESCRIPTION OF THE TYPE AND AMOUNT OF THE FEE

This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated 4-20-06. These resolutions were adopted under the authority of Government Code Section 17620 for the purpose of funding the construction or reconstruction of school facilities.

The amount collected by this District is \$3.20 per square foot of assessable space of residential construction; and \$.51 per square foot of covered and enclosed space of commercial/industrial construction; but subject to the District's determination that a particular project is exempt from all or part of these fees.

Pursuant to Education Code Section 17623 and an agreement with the district's sharing territory with the district, generally only about 60% of the maximum fee specified above is distributed to this district.

**ANNUAL DEVELOPER FEE REPORT
STATEMENT OF REVENUES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2016**

DESCRIPTION	ACCOUNT CODE	TOTALS	PROJECT
BEGINNING BALANCE		\$60,629.77	
REVENUE			
Mitigation/Developer Fees	8681	\$4,079.90	
Interest Income	8660	\$770.62	
TOTAL REVENUE		\$4,850.52	
EXPENDITURES			
Salaries & Benefits /Administration	1000-3999	\$0.00	
Services, Other Operating Expenses	5000-5999	\$0.00	
Travel & Conference		\$0.00	
Rentals, Leases and Repairs		\$0.00	
Other Services & Operating Expenses		\$0.00	
Capital Outlay	6000-6599	\$0.00	
Sites & Improvement of Sites		\$0.00	
Building & Improvements		\$0.00	
TOTAL EXPENDITURES		\$0.00	
OTHER FINANCING SOURCES/USES		0	
Transfers Out		0	
Net Increase (Decrease) in Fair Value		\$442.29	
TOTAL OTHER SOURCES/USES		0	
ENDING BALANCE		\$65,922.58	Restrooms renovation

**ANNUAL DEVELOPER FEE REPORT
SCHEDULE OF MITIGATION / DEVELOPER FEES
FOR THE PERIOD ENDED JUNE 30, 2016**

Beginning Balance Carried Forward From 2014-15 = \$60,629.77

DEPOSIT			PERMIT					PROJECT
DATE	NUMBER	AMOUNT	DATE	NUMBER	TYPE	SQ. FT	AMOUNT	
06-10-15	06101504416	1,036.32	11-12-14	A1500928	RES	561	1,795.20	(2014-15 Year)
01-29-16	01291602635	3,043.58	01-15-16	A1504398	RES	2,044	6,867.84	
		- \$1,727.20	Refund					
Totals:	(District)	\$4,079.90						

ANNUAL DEVELOPER FEE REPORT
Project Status Report
Project Name: Sequoia Union Restroom Restoration
Project Number:

Estimated Start Date	June 2017
Estimated Completion Date	August 2017
Estimated Cost	70,000
Are funds currently available to complete the project ?	No

PROJECT DESCRIPTION - Describe in detail the nature and scope of the public improvement project (e.g., "construction on one new classroom of approximately 1000 square feet at Sequoia Union Elementary School)

Restoration of two student restrooms.

Funding Sources/Requirements - Indicate funding sources and requirements for the public improvement project.

Funding Sources	Estimated Amounts	%	Estimated to be Received by	Collections to date
Developer Fees	\$65,922.58		6-30-16	\$65,922.58
State Funds	0	0		
General Obligation Bonds	0			
Other	0			
Other	0			
Total	\$65,922.58			\$65,922.58

Comments: Our District is currently reserving Developer Fee funds to restore two more student restrooms. The District will go to bid for this project when ample funds are obtained.

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
November 10, 2016

V. OTHER ACTION ITEMS

5.8 Request for Information Concerning Eligibility for Share in Forest Reserve Funds 2016-17:

The District will submit information to the Tulare County Office of Education to be eligible for Forest Reserve Funds.

Recommendations: Approve submitting information to be eligible for Forest Reserve Funding

On a motion of member _____, and seconded by _____, the Board voted to approve submitting information to the Tulare County Office of Education to be eligible to Forest Reserve Funds.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Anna Eynaud	_____	_____	_____	_____
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda item 5.8

Tulare County Office of Education

Committed to Students, Support and Service

October 10, 2016

TO: School Districts Possibly Eligible for Forest Reserve Funds

FROM: John Wilborn, Director
External Business Services

SUBJECT: **REQUEST FOR INFORMATION CONCERNING ELIGIBILITY FOR
SHARE IN FOREST RESERVE FUNDS, 2016-17**

Forest Reserve Funds will be apportioned in 2016-2017 using the attached formula. This formula has been approved by the Tulare County Board of Education and legal counsel.

The Secure Rural Schools and Community Self-Determination Act of 2000 was reauthorized in April 2015 by P.L. 114-10 for two years. Unless reauthorization is extended, allocation formulas used for the 2016-17 fiscal year are expected to revert to the federal 1908 Act formula. District allocations for 2016-17 may be significantly reduced. However, we still recommend that districts complete the application to be eligible to participate in the funding for fiscal year 2016-17.

Please read the attached formula for more details concerning eligibility criteria and filing deadlines.

Attached is a copy of the form "Forest Reserve Fund Distribution, 2016-2017." **Please complete and return this form to my office by December 16, 2016.**

Detail student list formats are enclosed which also provide the eligibility criteria to be used to establish student counts. Any student you claim that the specific information requested is not provided will not be counted. **Please note, the Qualifying Parent or Guardian Employment form requires additional information this year to document eligibility.**

Parents or Guardians listed with only a year or month of the year will not be counted. You can contact Shelly DiCenzo by email at shellyd@tcoe.org to obtain a Word Document of these forms or you can obtain a copy at <http://business-services.tcoe.org/> under the *Forms* tab.

Since districts under the jurisdiction of other county superintendents may be eligible under this formula, the County Board of Education of each county must also approve the final apportionments.

If you have any questions, please call me at (559) 733-6338.

JW/sd

Attachments

October 10, 2016

Jim Vidak
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) 733-6328
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

**TULARE COUNTY OFFICE OF EDUCATION
FORMULA FOR DISTRIBUTION OF FOREST RESERVE
FUNDS TO ELIGIBLE SCHOOL DISTRICTS**

Forest Reserve Funds received from the U.S. Department of Agriculture for distribution to eligible school districts shall be apportioned in the following manner:

1. Fifteen percent (15%) of the total amount received shall be apportioned to the County Superintendent of Schools in accordance with Education Code section 2300.
2. Twenty-five percent (25%) of the remaining funds shall be divided equally among those school districts whose boundaries are within or adjacent to a U.S. National Forest that lies within Tulare County.
3. The remainder of the Forest Reserve funds shall be distributed to eligible school districts based on the ratio of pupils meeting the following qualifying criteria:
 - The pupil resides within Tulare County boundaries; and,
Resides on U.S. National Forest land; or,
Resides on property leased from the U.S. Forest Service; or,
Resides on privately owned land enclosed within the boundaries of the U.S. National Forest within Tulare County; or,
Resides on privately owned land within one (1) mile of the boundaries of the U.S. National Forest.
 - Pupil's Parent/Guardian is employed on U.S. National Forest property within Tulare County; or
Works in U.S. National Forest Service Facilities outside the National Forest but still inside Tulare County boundaries; and,
Parent/Guardian must have qualifying employment, at some time, during the period from July 1, 2016 to the end of the first school month.
 - Pupil counts claimed by districts must be submitted on forms provided by the Tulare County Office of Education. To be eligible, the Tulare County Office of Education must receive forms on or before December 20th of each distribution year and only pupils with all information requested on the forms will be counted.

“Adjacent” is defined as “near to” rather than contiguous. For example, a district designated as “adjacent” is one whose facilities are used by U.S. Forest Service employees and their families, has Forest Service facilities located within its boundaries, or has similar qualifications.

2016-2017 Tulare County Forest Reserve Allocation
 List of Students who Qualify based on EMPLOYMENT of Parent or Guardian (See Eligibility Below)

School District Name Sequoia Glenn Elementary School
 Contact Name/Phone # Velinda McBride / 509-504-8106

#	Name of Student	Name of Parent/Guardian	Agency	Qualifying Employer			Employment		Percentage within National Forest
				Work Site Address	Contact Phone #	Start Date	End Date	End Date	
1	Chloe Kaiser	Dennis Robertson	Sequoia Natl. Park	47050 Generals	(559) 506-3132	1/23/06	1/1	100 %	
2									
3	Madelme Kaiser	"	"	Highway Three Rivers	"	"	"	"	
4	Dave Fox	Dave Fox	"	"	"	8/26/10	"	"	
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

- Employment Eligibility** – To be eligible based on Employment, the Parent/Guardian must meet the following criteria:
- Pupil's Parent/Guardian is employed and have employer work site on U.S. National Forest property within Tulare County, or
 - Works in U.S. National Forest Service Facilities outside the National Forest but still inside Tulare County boundaries; and,
 - Parent/Guardian must have qualifying employment, at some time, during the period from July 1, 2016 to the end of the first school month.
 - Occasional employment assignments within U.S. National Forest property will not qualify (i.e. occasional deliveries within the National Forest).
 - All information must be provided to be counted.

FOREST RESERVE FUND DISTRIBUTION, 2016-2017

Sequoia Union Elementary DISTRICT

Determine and enter in the boxes below the number of pupils residing with parents or guardians who live or work IN TULARE COUNTY in the U.S. National Forest or in Forest Service facilities outside the national forest but still inside Tulare County boundaries, during the period from July 1, 2016 to the end of the first school month:

(See Attached "Formula for Distribution" concerning detail eligibility requirements)

Number of students who qualify based on Employment of Parent or Guardian (attach list)	3
Number of students who qualify based on Residence of Parents or Guardians (attach list)	0
Total Eligible Students	3

NOTICE: This form, accompanied by the supporting Employment and Residence Lists, must be received by the Tulare County Office of Education by December 16, 2016 for your district to participate in the 2016-2017 Forest Reserve Fund distribution.

I hereby certify that the above claimed students are residents of the school district and meet the requirements of the formula as adopted by the Tulare County Board of Education.

Sequoia Union Elementary DISTRICT

by _____
Secretary/Clerk of the Board