

**Board of Trustees
December 14, 2017
Regular Meeting**

1. OPEN SESSION 6:00 p.m.

Call to Order
Flag Salute

11. OPEN SESSION

2.1 Comments From the Public
Board Policy #9323 Allows Each Individual Three Minutes for Public Comment

111. REPORTS & DISCUSSION

3.1 Superintendent's Report

3.2 Parent's Guild

3.3 S.S.C. Update

3.4 S.E.T.A. Update

3.5 Local Control and Accountability Report (LCAP)

3.6 Strategic Planning Update

3.7 Charter School Update

3.8 Action Plan for Students with Exceptional Needs

3.9 School Board Policy AR1240 (b)-Amendment Pertaining to TB Testing

1V. ACTION SESSION

4.1 Approval of Consent Agenda Items

4.1a Approval of the November 9, 2017 Regular Meeting Minutes

4.1b A.D.A. Report

4.1c Cafeteria Report

4.1d Approve Payment of Bills for December

4.1e Approve Payroll for December

4.1f Approve Budget/Revisions

OTHER BUSINESS ITEMS

4.2a Approve 1st Interim Report

The Board will be requested to approve the 1st Interim Report which includes Cash flow projections, Standards and Criteria, Salary & Benefits Projections and Budget Revisions.

4.2b M. Green & Co. – Review 2016 Audit Report

V. PERSONNEL

5.1 Review Step/Column for Classified Employee. Approve Moving to Correct Column on Classified Salary Schedule.

V1. OTHER ACTION ITEMS

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

6.2 Request for Information Concerning Eligibility For Share in Forest Reserve Funds, 2017-18

6.3 Independent Auditor Selection form 2017-18

V11. ORGANIZATIONAL BUSINESS

The Board will be required to take the following actions at the Annual Organizational Meeting: Sign the Authorizational Signature Form, vote for a Board representative to vote in the 2018 election of County Committee Members, appoint a District Board President and Clerk; sign the Statement of Facts Roster; and, Governing Board Member Information Sheet

V111. CLOSED SESSION – (Gov’t. Code Section 54956.9, Gov’t. Code Section 54956.9, Gov’t. Code Section 35146; and, Gov’t Code Section 54954.9):

-CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation Pursuant to Subdivision of Government Code 54956.9

1 case

-CONFERENCE WITH LABOR NEGOTIATIONS

Agency negotiator – Mr. Jensen

Employee Organization – S.E.T.A.

Unrepresented Employees- Classified/Management Staff

-STUDENT MATTERS

Consideration of Student Suspension

-PERSONNEL

Public Employee Evaluation

Title: Instructional Aide

1X. ADJOURNMENT

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

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.

Agenda Item 3.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.2 Parent's Guild:

A member from the Parent's Guild will give an update to the Board

Agenda Item 3.2

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.3 School Site Counsel Update:

Agenda Item 3.3

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

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 Members

Agenda Item 3.4

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.5 Local Control and Accountability Plan (LCAP):

Agenda Item 3.5

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.6 Strategic Planning Update:

Agenda Item 3.6

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.7 Charter School Update:

Agenda Item 3.7

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.8 Action Plan for Students With Exceptional Needs:

Agenda Item 3.8

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

111. REPORTS & DISCUSSION

Agenda Item 3.9 School Board Policy AR 1240 (b)-Amendment Pertaining to TB Testing:
This is the 2nd reading

Agenda Item 3.9

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

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 November 9th, 2017 Regular Meeting Minutes
- 4.1b Approve A.D.A. Report
- 4.1c Cafeteria Report
- 4.1d Approve Payment of Bills for December
- 4.1e Approve December Payroll
- 4.1f Approve Budget/Revisions

Recommendations: Approve Consent agenda items

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

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

**Sequoia Union Elementary School
Regular Meeting
December 14, 2017**

Board of Trustees of the Sequoia Union Elementary School held a regular meeting on November 9, 2017 at 23958 Ave. 324, Lemon Cove, CA.

MEETING CALLED TO ORDER: President of the Board Milo Gorden called the meeting to order at 6:00 P.M. followed by the flag salute.

MEMBERS PRESENT: Anna Eynaud, Milo Gorden, Matt McEwen; and, James McNulty

MEMBERS ABSENT: Bradley Ward

VISITORS PRESENT: There were several visitors present at the meeting

COMMENTS FROM THE PUBLIC: Julie Sullivan addressed the Board on several items

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

Parent's Guild:
Ciara Machado stated that they have ordered the play for the Drama program. Also, a sea train has been order. Playground equipment estimates were given out for review.

School Site Counsel:
Mr. Jensen stated that elections were held and they now have a full Board. The first meeting will be held before Christmas vacation.

S.E.T.A. Update:
No report

Local Control and Accountability Plan:
California School Dashboard was reviewed with the members and audience.

Strategic Planning Update:
Mr. Jensen stated that the meetings will start after the Christmas vacation.

Charter School Update:

Mr. Jensen stated that he will present the Ag committee plan for the January meeting.

Action Plan for Students with Exceptional Needs:

Mr. Jensen stated that Sharon Adams and Sarah Humason works together to support out students. We also have the RTI program which also helps and monitors student progress.

School Board Policy AR 1250 (b) – Amendment Pertaining TB Testing – 1st Reading:

The policy needs to be amended to cover the change regarding volunteers will need to submit proof a negative TB test.

ACTION SESSION: On a motion of Matt McEwen; and, seconded by James McNulty the Board voted to approve the Consent Agenda as submitted with the correction to Matt McEwen’s name.

PERSONNEL: Review Step/Column for Classified Employee: Approve Moving to Correct Column On Classified Salary Schedule:
This item was tabled

OTHER ACTION ITEMS: Update on Well Project and Approval of Claims – Nick Keller/Keller-Wegley Engineers:
No report

Meal Charge Policy – Final Reading and Approval:

On a motion of Anna Eynaud; and, seconded by James McNulty the Board voted to approve the final reading of the meal charge policy.

Setting Date for Annual Organizational Meeting Between December 1 – December 15, 2017:

On a motion of Matt McEwen; and, seconded by James McNulty the Board voted to set the date of the annual organization meeting to December 14, 2017 at 6:00 P.M.

ADJOURNMENT: On a motion of James McNulty; and, seconded by Matt McEwen the Board adjourned the meeting at 8:20 P.M.

SEQUOIA UNION SCHOOL DISTRICT
Regular Board Meeting

6. Business and Non Instructional Operations

Agenda Item 3.1

ADA Report – Whole District

Month	2009-2010			2010-2011			2011-2012		
	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)	Enrollment(f)	ADA(k)	YTD ADA(p)
1	363	350	350	340	331	331	332	322	322
2	359	343	346	339	331	331	332	322	322
3	343	328	342	336	330	330	339	328	324
4	354	338	341	337	327	330	327	320	323
5	363	344	342	330	321	328	328	316	322
6	367	352	342	332	318	327	328	315	320
7	365	343	343	329	316	325	328	315	320
8	367	350	344	329	307	322	335	325	320
9	367	356	345	326	317	322	333	319	320
10	371	357	346	326	314	321			
11	365	352	347	326	317	321			
12	353	343	347						

Month	2012-2013			2013-2014			2014-2015		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1	304	297	297	317	297	297	314	303	303
2	308	300	298	318	302	299	316	304	304
3	304	297	298	321	307	302	314	302	303
4	302	293	297	323	309	304	315	302	303
5	306	288	295	326	305	304	325	305	303
6	308	293	295	330	316	306	327	311	304
7	311	295	295	329	320	308	325	311	305
8	316	301	296	328	318	309	323	315	306
9	319	306	297	323	314	309	326	305	306
10	319	304	297	325	313	309	327	308	307
11				325	317	310	321	307	307

Month	2015-2016			2016-2017			2017-2018		
	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA	Enrollment	ADA	YTD ADA
1	317	297	297	337	323	323	347	332	332
2	313	300	298	337	323	323	348	329	330
3	318	299	298	338	311	319	342	326	330
4	314	297	298	333	318	319	334	317	325
5	316	291	295	336	316	319			
6	313	301	295	332	316	317			
7	312	300	296	334	315	318			
8	316	299	296	330	318	318			
9	321	305	297	330	316	317			
10	317	307	298	330	314	317			
11									

**5472116 Sequoia Union Elementary
District**

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Attendance/Membership Summary Report

Start/End Date: 10/30/2017 - 11/24/2017 School(s): 2 Calendar(s): 3
Grade: TK, K, 01, 02, 03, 04, 05, 06, 07, 08

SUMMARY Total Schools: 2 Total Calendars: 3

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
TK	5	80	6	74	5.00	4.63	4	0.25	92.50%	
K	33	528	29	499	33.00	31.23	24	1.51	94.51%	
01	40	638	45	593	39.88	37.11	37	2.31	92.95%	
02	35	560	21	539	35.00	33.72	13	0.80	96.25%	
03	42	672	24	632	42.00	39.56	13	0.81	94.05%	
04	42	658	42	616	41.13	38.54	32	2.00	93.62%	
05	35	560	30	530	35.00	33.20	23	1.46	94.64%	
06	35	560	4	556	35.00	34.76	0	0.00	99.29%	
07	35	539	6	533	33.69	33.32	0	0.00	98.89%	
08	32	505	14	491	31.56	30.71	6	0.38	97.23%	
Total	10	334	5300	221	5063	331.26	316.78	152	9.52	95.53%

School: Sequoia Elementary Charter Calendar: K-5 Elementary 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
TK	5	80	6	74	5.00	4.63	4	0.25	92.50%	
K	33	528	29	499	33.00	31.23	24	1.51	94.51%	
01	40	638	45	593	39.88	37.11	37	2.31	92.95%	
02	35	560	21	539	35.00	33.72	13	0.80	96.25%	
03	42	672	24	632	42.00	39.56	13	0.81	94.05%	
04	42	658	42	616	41.13	38.54	32	2.00	93.62%	
05	35	560	30	530	35.00	33.20	23	1.46	94.64%	
Total	7	232	3696	197	3483	231.01	217.99	146	9.14	94.24%

School: Sequoia Elementary Charter Calendar: 6-7 Jr. High 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
06	35	560	4	556	35.00	34.76	0	0.00	99.29%	
07	35	539	6	533	33.69	33.32	0	0.00	98.89%	
Total	2	70	1099	10	1089	68.69	68.08	0	0.00	99.09%

School: Sequoia Union Elementary Calendar: 8 - Jr. High 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
08	32	505	14	491	31.56	30.71	6	0.38	97.23%	
Total	1	32	505	14	491	31.56	30.71	6	0.38	97.23%

**5472116 Sequoia Union Elementary
District**

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Attendance/Membership Summary Report

Start/End Date: 08/10/2017 - 11/24/2017 School(s): 2 Calendar(s): 3
Grade: TK, K, 01, 02, 03, 04, 05, 06, 07, 08

SUMMARY Total Schools: 2 Total Calendars: 3

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
TK	5	330	14	316	5.00	4.78	10	0.16	95.76%	
K	36	2192	86	2106	33.21	31.86	68	1.08	96.08%	
01	44	2751	158	2593	41.68	39.22	142	2.22	94.26%	
02	37	2324	108	2216	35.20	33.53	50	0.80	95.35%	
03	42	2772	97	2609	42.00	39.46	66	1.05	94.12%	
04	44	2799	148	2651	42.41	40.07	109	1.74	94.71%	
05	38	2379	112	2267	36.04	34.28	88	1.42	95.29%	
06	35	2310	10	2300	35.00	34.83	0	0.00	99.57%	
07	37	2344	12	2332	35.51	35.30	1	0.02	99.49%	
08	33	2121	21	2100	32.13	31.79	7	0.12	99.01%	
Total	10	351	22322	766	21490	338.18	325.12	541	8.61	96.27%

School: Sequoia Elementary Charter Calendar: K-5 Elementary 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
TK	5	330	14	316	5.00	4.78	10	0.16	95.76%	
K	36	2192	86	2106	33.21	31.86	68	1.08	96.08%	
01	44	2751	158	2593	41.68	39.22	142	2.22	94.26%	
02	37	2324	108	2216	35.20	33.53	50	0.80	95.35%	
03	42	2772	97	2609	42.00	39.46	66	1.05	94.12%	
04	44	2799	148	2651	42.41	40.07	109	1.74	94.71%	
05	38	2379	112	2267	36.04	34.28	88	1.42	95.29%	
Total	7	246	15547	723	14758	235.54	223.20	533	8.47	94.93%

School: Sequoia Elementary Charter Calendar: 6-7 Jr. High 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
06	35	2310	10	2300	35.00	34.83	0	0.00	99.57%	
07	37	2344	12	2332	35.51	35.30	1	0.02	99.49%	
Total	2	72	4654	22	4632	70.51	70.13	1	0.02	99.53%

School: Sequoia Union Elementary Calendar: 8 - Jr. High 17-18

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
08	33	2121	21	2100	32.13	31.79	7	0.12	99.01%	
Total	1	33	2121	21	2100	32.13	31.79	7	0.12	99.01%

SEQUOIA UNION SCHOOL DISTRICT

Cafeteria Fund

14-Dec-17

<u>Current Year</u>			<u>Prior Year</u>	Year to
Classification	Approved Bud.	Year to Date	Approved Budget	Date
Total Rev. Limit				
Fed. State	71122	35355.43	60000	23640.72
State Rev.	6483	2598.13	5000	1758.87
Local Rev.	44650	1185.23	35035	19244.49
Total Rev.	\$122,255	39138.79	100035	44644.08
Expenditures				
Classified salaries	68065	26559.96	59951	24637.94
Benefits	34424	11360.46	30741	10562.32
Textbooks/supl.	55000	14345.51	53714.36	16627.79
Dues/Memberships				
Travel/Staff Devel.	200		103.14	76.14
Total Expenditures	157689	52265.93	144509.5	51904.19
Surplus/Deficit				
Interfund Transfers Out				
Beginning Balance				
Projected Ending Balance				
Components of ending Balance				
	Designated Res.	Revolving Fund	Undesignated	Contributions
				35434

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

Month/Day/Year: 11 / 13 / 17

Instructions

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

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

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

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form W-4 Withholding	No. Enclosed <u>01</u>	No. Enclosed <u>0</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form	<u>0</u>	No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>108,003.71</u>	Total Amount \$ <u>47,540.22</u>

The Sequoia Union Elem 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

 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: 12/4/17

Instructions

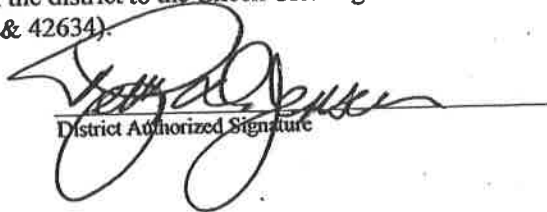
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted 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
<input checked="" type="checkbox"/> 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>1</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>1</u>	No. Enclosed <u>1</u>
Form W-4 Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>1</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
PERS Action Form	<u>0</u>	No. Enclosed <u>0</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>9,446.19</u>	Total Amount \$ <u>5,869.73</u>

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


District Authorized Signature

5,869.19
12/17
Helinda Y. [Signature]
Date 12.05.2017

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

District - 010

14-Dec-17

<u>Current Year</u>			<u>Prior Year</u>	Year to
Classification	Approved Bud.	Year to Date	Approved Budget	Date
Total Rev. Limit	\$553,725	178345.2	553725	315020.2
Fed. State	42639	42844.21	126464.8	47679
State Rev.	145911	36530.01	363276	245578
Local Rev.	31110	14042.11	31200	-6616.28
Total Rev.	\$773,385	271761.5	1074666	601660.9
Expenditures				
Certificated salaries	133286	49159.69	161381	264365.2
Classified salaries	80372	35569.6	193377	155988.1
Benefits	152158	27221.61	189637	125052
Textbooks/supl.	59972	28159.32	159245	79066.8
Dues/Memberships	1000	135.3	605	1661.48
Travel/Staff Devel.	4689	2805.2	23497	20291.74
Insurance	19000	1094.5	11758.76	9991
Housekeeping	23000	6154.93	14300	13403.15
Rental/Leases/Rep.	27000	3288.5	6000	21366.05
Pension Penalties	10	0		4.12
Other Tuition, COE	2000			-1417
Services	31674	26792.15	63378.26	23544.73
Subagreements	3540	643.47	28619	5849.8
Capital Outlay	229529.24	4000.71	388898	45508.2
Other Outgo				
Other Outgo				
Other Outgo	767230.24	185025	1240696	764675.3
Surplus/Deficit	-29279.2			
Interfund Transfers Out				
Beginning Balance	1826969			
Projected Ending Balance	1797690			
Components of ending Balance				
	Designated Res.	Revolving Fund	Undesignated	Contributions

SEQUOIA UNION SCHOOL DISTRICT

Charter School -011

14-Dec-17

Current Year

Prior Year

Year to

Classification	Approved Bud.	Year to Date	Approved Budget	Date
Total Rev. Limit	\$2,514,808	690067.3	2242158	392194
Fed. State	90697	0	17072.57	0
State Rev.	140100	0	67989	0
Local Rev.		359.5		
Total Rev.	\$2,745,605	690426.8	2327220	392194
Expenditures				
Certificated salaries	1217619	419104.2	923870.3	171609.5
Classified salaries	513031	191449.4	333681	70555.08
Benefits	725324	202691.2	429602.9	100928.9
Textbooks/supl.	255905	103733.6	28575	12073.06
Dues/Memberships	4000	1094.7	4895	2928.1
Travel/Staff Devel.	26494	2473.86	14870	6989.98
Insurance	2000	8855.5	1527.24	0
Housekeeping	120000	49469.29	115700	33749.82
Rental/Leases/Rep.	23000	26936.47	44500	6072.13
Pension Penalties				
Services	80497	11613.88	85275.24	5467.37
Subagreements	28635	5206.33		
Capital Outlay	2115	2114.18		
Other Outgo				
Indirect Costs				
Total Expenditures	2998620	1024743	1982497	410373.9
Surplus/Deficit		-253015		
Interfund Transfers Out				
Beginning Balance	28477.95			
Projected Ending Balance		-224537		
Components of ending Balance				

Designated Res.

Revolving Fund

Undesignated

Contributions

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

1V. ACTION ITEMS

Agenda Item 4.2a Approve 1st Interim Report 2017-18:

The Board will be requested to review and approve the 1st Interim Report which includes cash flow projections, standards and criteria, salary and benefits Projections and budget revisions.

Recommendations: Approve 1st Interim report

On a motion of _____, and seconded by _____
the Board voted to approve the 1st interim report for 2017-18.

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

Agenda Item 4.2a

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

1V. ACTION ITEMS

Agenda Item 4.2b M. Green & Co. – Review Audit Report for 2016:

The Board will be requested to review and approve audit report for the 2016 year.

Recommendations: Approve audit report for 2016

On a motion of _____, and seconded by _____
the Board voted to approve the audit report for 2016.

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

Agenda Item 4.2b

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

V. PERSONNEL

Agenda Item 5.1 Approve Moving to Correct Column/Step on Classified Salary Schedule:

Recommendations: The Board will be requested to review and approve the move on the salary Schedule for a classified employee.

On a motion of _____, and seconded by _____ the Board voted to approve the correction for a classified employee to be placed on the classified salary schedule to the proper column/step.

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

Agenda Item 5.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

V1. OTHER ACTION ITEMS

Agenda Item 6.1 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.

Recommendations: Approve claims for reimbursement

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

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

Agenda Item 6.1

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

V1. OTHER ACTION ITEMS

Agenda Item 6.2 Request for Information Concerning Eligibility for Share in Forest Reserve Funds, 2017-18:

The Board will be requested to review and approve the forest reserve fund distribution, 2017-18

Recommendations: Approve forest reserve fund distribution , 2017-18

On a motion of _____, and seconded by _____ the Board voted to approve the forest reserve fund distribution.

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

Agenda Item 6.2

October 27, 2017

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,
2017-18**

Forest Reserve Funds will be apportioned in 2017-2018 using the attached formula. This formula has been approved by the Tulare County Board of Education and legal counsel.

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, 2017-2018."
Please complete and return this form to my office by December 15, 2017.

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 27, 2017

**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, 2017 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 15th 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.

2017-2018 Tulare County Forest Reserve Allocation
 List of Students who Qualify based on EMPLOYMENT of Parent or Guardian (See Eligibility Below)

School District Name Sequoia Union Elementary School

Contact Name/Phone # Wanda McBride / 559-504-2106

#	Name of Student	Name of Parent/Guardian	Agency	Work Site Address	Contact Phone #	Employment		Percentage within National Forest %
						Start Date	End Date	
1	<u>Chloe Kaiser</u>	<u>Devin Robertson</u>	<u>Sequoia Nat'l Park</u>	<u>47050 General's Hwy,</u>	<u>(559) 505-3132</u>	<u>1/23/16</u>	<u>1/1</u>	<u>100</u>
2								
3	<u>Madelene Kaiser</u>	<u>"</u>	<u>"</u>	<u>Three Rivers, Ca.</u>	<u>"</u>	<u>"</u>	<u>"</u>	<u>"</u>
4	<u>Bryce Fox</u>	<u>Dave Fox</u>	<u>"</u>	<u>"</u>	<u>"</u>	<u>"</u>	<u>6/6/10</u>	<u>11</u>
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, 2017 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.

RETURN TO TULARE COUNTY OFFICE OF EDUCATION,
Attn: Shelly DiCenzo, BY DECEMBER 15, 2017

FOREST RESERVE FUND DISTRIBUTION, 2017-2018

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, 2017 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)	
Total Eligible Students	

NOTICE: This form, accompanied by the supporting Employment and Residence Lists, must be received by the Tulare County Office of Education by December 15, 2017 for your district to participate in the 2017-2018 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 Elem. DISTRICT

by _____ Secretary/Clerk of the Board

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

V1. OTHER ACTION ITEMS

Agenda Item 6.3 Independent Auditor Selection Form 2017-18:

The Board will be requested to review and approve the independent auditor selection form, 2017-18.

Recommendations: Approve independent auditor selection form – 2017-18.

On a motion of _____, and seconded by _____
the Board voted to approve the independent auditor selection form for 2017-18.

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

Agenda Item 6.3

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

November 27, 2017

TO: Superintendents, Chief Administrators and Business Managers

FROM: John Wilborn, Director
External Business Services

SUBJECT: Annual Audit Agreements

Please return the enclosed Independent Auditor Selection Form for 2017-18 to this office by **March 16, 2018**. If we do not have an agreement on file and a response is not received from your district by **March 23, 2018**, we will presume the district wants the Tulare County Office of Education to provide an auditor and we will begin the selection process at that time.

Education Code section 41020/84040 requires school districts and community college districts to contract for an audit of their books and accounts by April 1. The same code sections require the County Superintendent to provide an auditor for K-12 districts (or the Board of Governors for community college), that fail to contract with an audit firm by April 1. Education Code section 41020(f)(2) also states that it is unlawful for a public accounting firm to provide audit services if the lead audit partner has performed audit services to the district in each of the six previous fiscal years.

As you develop and enter into an agreement with your auditor, we recommend that you look for and consider how your agreement or auditor-provided engagement letter addresses the items on the attached list. If you have concerns regarding language or provisions in your agreement, you should run them by legal counsel.

The enclosed Independent Auditor Selection Form must be submitted to this office each year. If your district is entering into a yearly agreement or a new multi-year agreement, please forward a copy of the agreement to this office. If you are in the 2nd or 3rd year of a multi-year agreement you do not need to send a copy of the agreement, return the selection form only.

Thank you for your attention to this matter.

JW/sd
Enclosures

AUDIT AGREEMENT PROVISIONS TO CONSIDER

1. Accountant shall provide services that meet the requirements set forth in the applicable “Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting”. The latest version can be found here: www.sco.ca.gov/aud_k12_lea.html
 2. The maximum fee for service, including, but not limited to, reproduction costs, postage, travel, and telephone expenses. Whether only actual costs will be billed if under the agreed maximum fee.
 3. That any extra work or services for additional fees must be duly ordered and approved in advance by the district.
 4. The method and timing of payment which must comply with the retention requirements of Education Code section 14505.
 5. The Accountant shall provide services in accordance with applicable federal, state, and local laws, regulations and directives.
 6. Accountant’s maintenance of records and provisions to make them available to the district and district designated officials.
-
7. Insurance coverage accountant is required to maintain and evidence to be filed with the district.
 8. The independent contractor status of the accountant and representation to others as such.
 9. Fingerprinting requirements the accountant must comply with.
 10. Indemnification requirements the accountant must agree to.
 11. Contract termination provisions either with or without cause.
 12. Contract notification requirements and methods.
 13. Assurances of Non-Discrimination by accountant in employment or in the provision of services.
-
14. How disputes will be resolved.

**RETURN THIS FORM BY MARCH 16, 2018
TO TCOE
Attn: Shelly DiCenzo, Business Services**

TO: Tulare County Office of Education - Business Services

FROM: _____
Name, Title

SUBJECT: **INDEPENDENT AUDITOR SELECTION FORM – 2017-18**

➤ *In addition to completing this form, **attach a copy of your district's annual audit agreement only if your district entered into a new yearly agreement or the 1st year of a multi-year agreement. If your district is in the 2nd or 3rd year of a multi-year agreement and no changes have been made, please return this completed form only.***

_____ SCHOOL DISTRICT made arrangements with _____ (Audit Firm)
for a financial and compliance audit for fiscal year 2017-2018.

Lead Audit Partner _____

Education Code section 41020(f)(2) – it is unlawful for a public accounting firm to provide audit services if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services in each of the 6 previous fiscal years.

Audit Firm Address _____

City /Zip _____ Phone No. _____

Audit Fee for 2017-2018
(Year Ending June 30, 2018) _____

For **Multi-Year** Agreements: THIS IS THE _____ YEAR OF A _____ -YEAR AGREEMENT

Date: _____ By: _____
Superintendent (or Designee) Signature

****Do not complete this section if your district has entered into an agreement with an audit firm as indicated above.****

Complete this section only if your district is requesting Tulare County Office of Education to provide for your audit.

School District

HEREBY REQUESTS the County Superintendent of Schools to provide for a financial and compliance audit for fiscal year 2017-2018.

Date: _____

Clerk of the Board

SEQUOIA UNION SCHOOL DISTRICT
REGULAR MEETING
December 14, 2017

V11. OTHER ACTION ITEMS

Agenda Item 7.1 Annual Organizational Meeting:

In the Board's annual organizational meeting, the Board of Trustees is required to take the following actions:

- a. Sign the Authorized Signature Form
- b. Appoint Board Representative to Vote in 2018 Election of County Committee Members
- c. Certification of District Clerk Election
- e. Certification of District President
- f. Statement of Facts
- g. Governing Board Member Information Sheet

- a. Sign the Authorized Signature Form

Ed. Code 42633 provides that school district's file with the County Superintendent's Office the verified signatures of those persons authorized by the Board to sign orders in the name of the District. The Board is requested to certify signatures as follows: The authorization form must be signed by the (new Clerk of the Board.)

- a. Appointment of chief negotiator to represent the Board with employee relations matters: *Superintendent*
- b. Authorization to sign reports, budgets, and all documents requiring signature of Secretary and Clerk: *Superintendent*
- c. Authorization to sign payroll warrant orders: *Superintendent, Business Manager; and all Board members*
- d. Authorization to sign warrant orders: *Superintendent, Business Manager; and, all Board members*
- e. Authorized to sign employment contracts, purchase orders and cafeteria reports: *Superintendent, Business Manager, Cafeteria Manager; and; all Board member.*

On a motion of _____, and seconded by _____
the Board voted below to approve the position holders, as listed on the following page as authorized signators.

b. Appoint Board Representative to Vote in 2018 Election of County Committee Members

On a motion of _____, and seconded by _____
the Board voted to appoint _____ to as the representative to vote in the 2018 election of County Committee Members.

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

c. Certification of District Clerk Election

On a motion of _____, and seconded by _____
the Board voted to appoint _____ as the District Clerk.

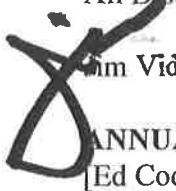
e. Certification of District Board President

On a motion of _____, and seconded by _____ the
Board voted to appoint _____ as the District Board President.

Tulare County Office of Education

Committed to Students, Support and Service

November 14, 2017

To: All District Superintendents
From:  Jim Vidak, County Superintendent of Schools
SUBJECT: ANNUAL ORGANIZATIONAL MEETING
[Ed Code §35143] [schedule between December 1 and 15, 2017]

Enclosed are copies of five forms which need to be signed and completed at your annual district meeting for organizational purposes, to be held this year between December 1 and December 15, 2017.

PLEASE RETURN THE FORMS to Shelly DiCenzo by January 12, 2018, after obtaining the necessary signatures during the December meeting:

1. **AUTHORIZED SIGNATURES FORM** (Officers and Employees) (E.C. 42633)
Send the **ORIGINAL** to TCOE. This form is required to process your January payroll.
2. **BOARD REPRESENTATIVE TO VOTE IN 2018 ELECTION OF COUNTY COMMITTEE MEMBERS** (E.C. 4005, 35023)
3. **CERTIFICATION OF DISTRICT CLERK ELECTION** (E.C. 35143)
4. **STATEMENT OF FACTS** (Gov. Code 53051) Please note that the **original** Statement of Facts must go to the **Secretary of State** within 10 days of the change. Send a **copy** to the **Tulare County Clerk** (221 S. Mooney Blvd. Room 105, Visalia 93291) and a **copy** to my office, **Attn: Shelly** (PO Box 5091, Visalia 93278-5091).
5. **GOVERNING BOARD MEMBER INFORMATION SHEET** (This is a new form) Return this form to my office, **Attn: Shelly** as she will use it to update our board records and mailing lists for officers with this form.

If you have *new board members, please have them complete the "Assuming Office Statement" portion of Form 700, *Statement of Economic Interests*, and have the departing board members complete the "Leaving Office Statement." If you do not have the current edition of the Manual and Form 700, it is available on the web at <http://www.fppc.ca.gov/>. After completing the 700 forms, *file them in your district office files*, unless your conflict of interest code specifies otherwise.

Thank you for your assistance.

JV/sd
Enclosures (5)

Jim Vidak
County
Superintendent
of Schools

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

(559) 733-6300
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Administration
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Business Services
(559) 733-6474
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Human Resources
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Instructional Services
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fax (559) 739-0310

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(559) 730-2910
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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

**AUTHORIZED SIGNATURES
FOR CALENDAR YEAR 2018**

_____ SCHOOL DISTRICT

To: Tulare County Superintendent of Schools
Attention: Shelly DiCenzo, Administrative Services

In accordance with Education Code 42633, the governing board of the above school district hereby files with the county superintendent of schools the verified signature of each person authorized to sign orders in its name.

At a special/regular meeting of the governing board of the above-captioned school district, held on the ____ day of December, 2017, the following person(s), or a majority of them, each and every one of whom is an OFFICER or EMPLOYEE of the school district and whose signature appears opposite his/her name below, was/were authorized to sign orders in the name of said governing board.

THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

Type or Print Name Here:

Signature Here:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

BY ORDER OF THE GOVERNING BOARD OF THE

_____ SCHOOL DISTRICT

Date: _____ By _____
Clerk/Secretary of the Board

**BOARD REPRESENTATIVE TO VOTE IN 2018
ELECTION OF COUNTY COMMITTEE MEMBERS**

_____ SCHOOL DISTRICT

To: Tulare County Superintendent of Schools
Attention: Shelly DiCenzo, Administrative Services

Pursuant to Education Code 35023, at its annual organizational meeting, this governing board has selected the following board member:

as its representative to participate in the 2018 election of members to the County Committee on School District Organization.

It is understood that the responsibility of the above representative is to take part in the 2018 election of county committee members which takes place at the annual County School Boards Association dinner/Fall Institute (usually held in November after election day).

Date:

By _____
Clerk/Secretary of the Board

CERTIFICATION OF DISTRICT CLERK ELECTION

To: Tulare County Superintendent of Schools
Attention: Shelly DiCenzo, Administrative Services

WE HEREBY CERTIFY that, at a meeting of the Governing Board of the

_____ SCHOOL DISTRICT

held on December __, 2017

board member, was duly elected clerk of the district.

Signatures of Members of the Board

Instructions: Pursuant to Education Code 35143, each year school district governing boards must elect one of its members as clerk of the district at the organizational meeting (held annually during the 15-day period beginning on the first Friday in December). File this form with Shelly DiCenzo, Administrative Services.

Tulare County Office of Education

Jim Vidak, County Superintendent of Schools

Governing Board Member Information Sheet

During the year, it is necessary for this office to contact governing board members for various reasons (notifications, general correspondence, upcoming events and/or workshops sponsored by TCOE, etc.). Please ask your governing board members to provide the following information.

(This information is intended for internal use only.)

District:

Name:	_____
Title:	_____
	<i>(Board President, Vice President, Clerk, Board Member)</i>
Mailing Address:	_____
	<input type="checkbox"/> Check this box if you prefer to receive mail at the school district address.
Phone number:	_____
	<u>Optional</u> Email address: _____

Name:	_____
Title:	_____
	<i>(Board President, Vice President, Clerk, Board Member)</i>
Mailing Address:	_____
	<input type="checkbox"/> Check this box if you prefer to receive mail at the school district address.
Phone number:	_____
	<u>Optional</u> Email address: _____

Name:	_____
Title:	_____
	<i>(Board President, Vice President, Clerk, Board Member)</i>
Mailing Address:	_____
	<input type="checkbox"/> Check this box if you prefer to receive mail at the school district address.
Phone number:	_____
	<u>Optional</u> Email address: _____