

**Board of Trustees
December 10, 2015
Regular Meeting**

The regular meeting of the Board of Trustees of the Sequoia Union Elementary School District will be held on December 10, 2015 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

The Board will make a motion to approve the agenda items for discussion as submitted.

3.1 Superintendents' Report

3.2 P.T.C. Update

3.3 S.S.C. Update

3.4 S.E.T.A. Update

3.5 Sports' Boosters Update

3.6 Local Control & Accountability Plan (LCAP)

3.7 Strategic Planning Update

3.8 Charter School Update

3.9 Action Plan for Students with Exceptional Needs

IV. ACTION SESSION

- 4.1 Approval of the Consent Agenda Items
 - 4.1a Approval of the November 12, 2015 Regular Meeting
 - 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 Report/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

V. OTHER ACTION ITEMS

- 5.1 Update on Well Project and Approval of Claims - Nick Keller/Keller Wegley Engineers
- 5.2 Interdistrict Agreement Requests

VI. ORGANIZATIONAL BUSINESS

- 6.1 The Board will be required to take the following actions at the Annual Organizational Meeting: Sign the authorization signature form, vote for a Board representative to vote in the 2016 election of County Committee Members, appoint a District Board President and Clerk; and, sign the Statement of Facts roster

VII. ADJOURNMENT

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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 as well as Students of the Trimester awards.

Information Only

Agenda item 3.1

3.3.1: Superintendent's Report

It is amazing how quickly time goes. Christmas vacation is just around the corner and a new year is on the horizon with many exciting events planned for the Sequoia Union Community! In the last two weeks, we have had great input on our potential transition to a Charter School District. We held a parent meeting on Tuesday, December 1st with over forty parents, teachers, and community members there. The information was very well received and the questions asked were very well thought out (I will go into further detail during our Charter School Section).

Students of the Trimester:

K-2nd Grade: Harlyn Kausen from Mrs. Hellwig's 1st grade class

3rd-5th Grade: Austin O'Mara from Mrs. Lang's 3rd grade class

Jr High: To Be Determined

District Highlights for November & December:

- Our staff received an in service on Blood Borne Pathogens, Epi Pen Usage, and Seizures by the TCOE Nurse assigned to Sequoia Union (Sandy Dutch). The training was very informative and will help further our staff's knowledge in supporting our students.
- I attended several trainings including SARB (Student Attendance and Review Board), a training hosted by Lozano Smith discussing what communication is permissible during negotiations, and a training hosted by TCOE focusing on the development of our LCAP. We will be using the SARB information to develop a better process to monitor, track, and notify parents when their students are habitually absent. The negotiation information will be very useful as we will be opening negotiations in the spring.
- Through our annual canned food drive, we were able to fill the pantry at the Lemon Cove Presbyterian Church and provide eight full Thanksgiving Dinners for families in our community!
- As mentioned above, we had a wonderful information night for parents and community members regarding our investigation into Charter School Options. There were over forty people in attendance!
- Our Soccer teams continue to represent our school in a very positive way. Both teams are competitive and playing well and are great ambassadors for our community—the athletes and coaches should be commended!

Upcoming Events:

- December 17th: Christmas Program @ 6:00 in the Gym
- December 18th: Minimum Day
- December 21st-January 3rd: Christmas Vacation

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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
December 10, 2015

111. REPORTS & DISCUSSION

Agenda Item 3.3 S.S.C. Update:

School Site Counsel met on Tuesday, December 8th to review Charter School update and approve School/Home compact.

Information Only

Agenda Item 3.3

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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.

(No report this month)

Information Only

Agenda Item. 3.4

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

111. REPORTS & DISCUSSION

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

Dr. Powell attended a training on November 20th hosted by Tulare County Office of Education focusing on Student Engagement and School Climate. (State Priorities 5 & 6).

Information Only

Agenda Item. 3.6

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

111. REPORTS & DISCUSSION

Agenda Item 3.7 Strategic Planning Update:

Meeting dates have been set as January 26th, February 2nd; and,
February 9th at 6:00 - 7:00 P.M. in room #17.

Information Only

Agenda Item. 3.7

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

111. REPORTS & DISCUSSION

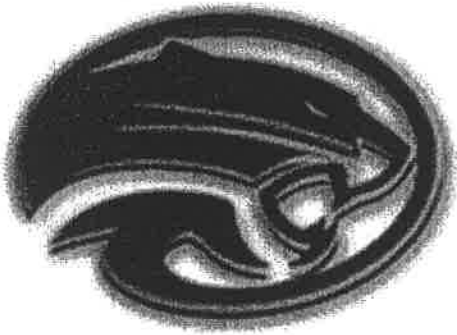
Agenda Item 3.8 Charter School Update:

The Board will receive an update regard Charter Schools' from Dr. Powell that includes presentation from December 1st meeting, Charter petition overview; and, Charter School enrollment numbers.

Information Only

Agenda Item 3.8

Sequoia Union Charter School Update

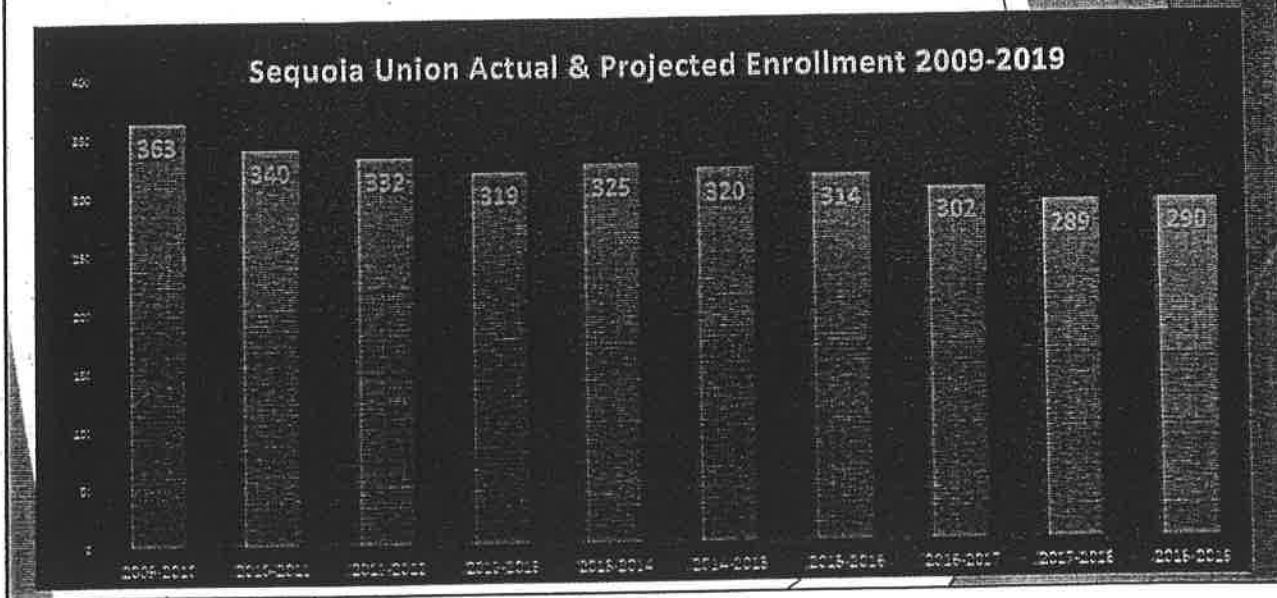


December 2015

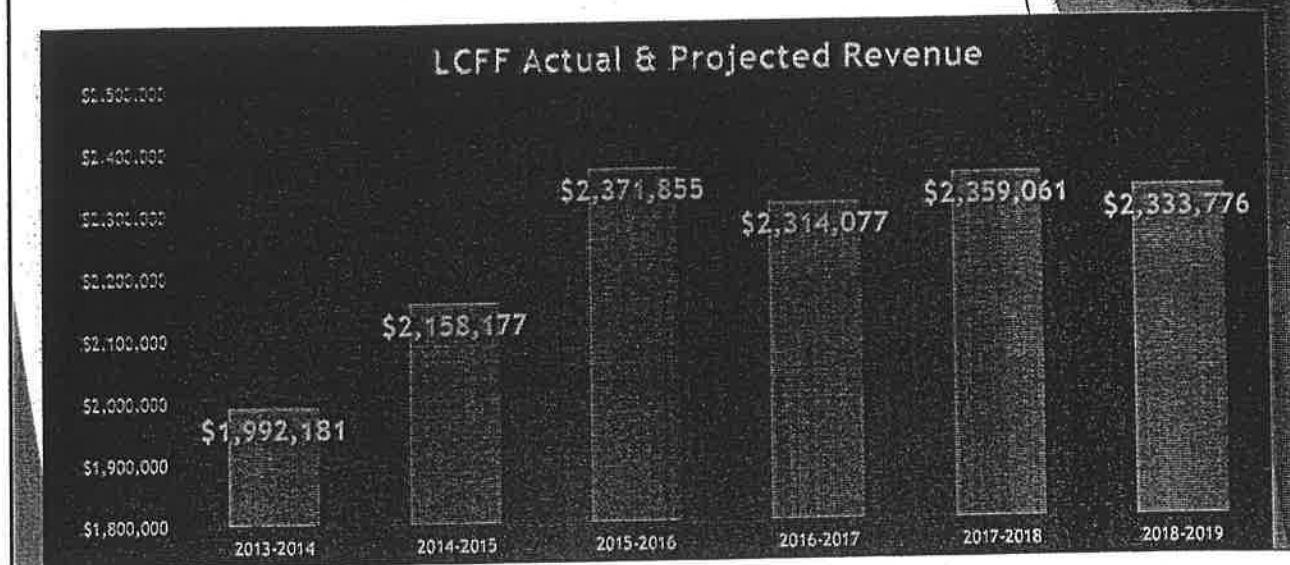
Where We Have Been

- ▶ Over the last three years, the Sequoia Union School District has worked to address several concerning trends we are facing, namely continuing to provide the premier learning environment for all students while facing an unstable enrollment future with limited state and federal funds.

Enrollment Data



2013-2019 Projected Revenue



Beginning the Journey.....

▶ Spring 2013

- ▶ District held a series of input meetings seeking ways to improve our district. Input was received during meeting held with the whole staff, school board, and parents.

▶ Fall 2013

- ▶ A series of community surveys that were given. The results included a strong support for a focus on technology(82%) and engineering (76%).
- ▶ From these survey results, a district priority list created that including our "Hopes and Dreams" for the future of Sequoia Union.

Hopes and Dreams

▶ Fall 2013

- ▶ Based on staff, school board, and community input (including community surveys), a list of Hopes and Dreams for the future of our district was developed that included:
 - ▶ Become Premier K-8 district in the area
 - ▶ Research options for providing after school supports for students
 - ▶ Provide unique and individualized learning opportunities for all students
 - ▶ Build partnerships with the local community
 - ▶ Create a unified focus for student improvement and enrichment.

Setting the Goal.....

▶ Spring 2014

▶ Strategic Planning Sessions Held

- ▶ Using the District Priorities, Hopes and Dreams, and Community Surveys five focus areas of improvement were created and then measurable outcomes for each area were established from committees made up of all participants (school staff, parents, school board members, and community members).

Strategic Planning Focus Areas

▶ Spring 2014

- ▶ The five focus areas identified included:
 - ▶ Academics
 - ▶ Facilities
 - ▶ Communication
 - ▶ Campus Culture
 - ▶ Fiscal Responsibility
- ▶ Next Priorities were established for all focus areas along with goals, timelines, and expected costs.

Checking the Compass and Refining the Journey.

▶ Fall 2014

- ▶ Ongoing Updates presented to the School Site Council and School Board focusing on the progress towards meeting our Strategic Planning Goals.

▶ Spring 2015

- ▶ Strategic Planning Sessions were held to identify and define three characteristics we would like our students to have once they have successfully graduated from Sequoia Union of our students:
 - ▶ **Resiliency:** The ability to become strong and successful in the face of difficulty or adversity, with the persistence to succeed.
 - ▶ **Integrity:** A person who can be true to themselves and others.
 - ▶ **Leadership:** To encourage and influence others toward working together to achieve a common goal.

Continuing the Path

▶ Spring/Summer/Fall 2015

- ▶ In a continued effort to address our district needs and look into the best options to ensure a strong future for the Sequoia Union School District the school board asked Dr. Powell to look into the feasibility of moving towards a whole district charter school model.
 - ▶ This has included:
 - ▶ A legal briefing from Lozano Smith Law Firm focusing on whole district and partial district conversion benefits and limitations.
 - ▶ Teacher and administrative visit to Kings River-Hardwick Charter School District (A whole district conversion charter district that is very similar to Sequoia Union).
 - ▶ Teacher meetings in which the majority of teachers were in support of further research into how becoming a Charter School could help the students at Sequoia Union.
 - ▶ School Site Council and School Board updates as well as a staff, parent, and community meeting to review charter school feasibility and options.

Next Steps.....

▶ Fall 2015/Spring 2016

- ▶ Based on feedback from this meeting, a recommendation will be made to the teachers, the school site council, and school board whether we will move forward with the creation of a charter school petition.
 - ▶ An overview of the charter petition and draft will be submitted to the School Site Council for review at their December 8th meeting.
 - ▶ ***If approved by School Site Council:***
 - ▶ An overview of the charter petition and draft will be submitted to the School Board for review at their December 10th meeting.
 - ▶ Once completed, the Charter Petition will be submitted to the School Board for a Public Hearing and then approved to be submitted to the State Board of Education.
- ▶ The timeline for transitioning to a Charter School is still dependent upon the writing, submission, and approval by the State Board of Education of the charter petition.

Charter School Overview

This information was found at the CDE Charter School Informational Website at <http://www.cde.ca.gov/sp/cs/>

The Goal of California Charter Schools:

- ▶ Improve student learning;
- ▶ Increase learning opportunities for all students;
- ▶ Encourage the use of different and innovative teaching methods;
- ▶ Meet measurable student outcomes;
- ▶ Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system;
- ▶ Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.

Source: <http://www.cde.ca.gov/sp/cs/re/cefcharterschools.asp>

Charter Schools are:

- ▶ A publicly funded school;
- ▶ Nonsectarian;
- ▶ Non-discriminatory;
- ▶ Free of charge;
- ▶ Staffed with highly qualified, credentialed teachers in all core subjects;
- ▶ Open to any student who wishes to attend (based on space availability).

Source: <http://www.cde.ca.gov/sp/cs/re/cefcharterschools.asp>

Charter Options:

▶ Option 1) All Charter District

- ▶ For single school districts like Sequoia Union this would be the conversion of the entire grade range (K-8) into a charter school.

▶ Option 2) Dependent Charter School

- ▶ For a single school district like Sequoia Union this would be converting certain grades into a separate charter school (ie K-6 Charter School, 7-8 traditional).
- ▶ Regardless of charter option, if converted Sequoia Union would:
 - ▶ Retain the same teachers and staff that are currently employed.
 - ▶ Honor and continue to support all existing contracts.
 - ▶ Maintain a residential boundary that was in existence before the charter conversion to ensure residences in our attendance area attend Sequoia Union.

Benefits for Sequoia Union transitioning to a Charter School Model:

- ▶ Greater flexibility in the curriculum we use to teach our students;
- ▶ The hiring of experts in the field for Project Based Learning to teach elective courses during the school day;
- ▶ Opportunities for individualized learning for all students on or off campus;
- ▶ A long term plan to stabilize our enrollment;
- ▶ A way to ensure those who would like to join our community have an avenue to do so.

Disadvantages for Sequoia Union transitioning to a Charter School Model:

- ▶ More oversight by the Tulare County Office of Education including an annual review of meeting the charter goals;
- ▶ Potentially 1% of annual revenue (approximately \$20,000) going to County Office for charter oversight.
- ▶ A lower per student state distribution per ADA (~\$300 per student).

Notes.....

Charter School Petition Outline

<p>RATIONALE</p>	<p>What are the reasons the district would like to convert to a Charter School.</p> <ul style="list-style-type: none"> • Remain an autonomous, successful, thriving school within Tulare County. • Engage students in real-world applications of curriculum via alternative options • Supporting more varied learning experiences in an alternate way • Collaboration for staff in a meaningful way created from a modification of instructional minutes, while maintaining student engagement.
<p>ASSURANCES</p>	<p>Made up of a list of 21 assurances outlined by the California Department of Education (CDE) that the district must follow.</p>
<p>INTRODUCTION</p>	<p>Gives an overview of the campus and community.</p>
<p>ELEMENT 1: EDUCATIONAL PHILOSOPHY & PROGRAM</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>Includes our Mission and Vision statement, Educational Philosophy including the operational definitions of the following: Students to Be Served; How Learning Best Occurs; Goals of the Program; Curriculum and Instructional Design; Plan for Low SES students; Plan for ELD students; Plan for Special Education Students. This section would also include wording that would bring a focus on Project Based Learning and individualize learning utilizing technology</p>
<p>ELEMENT II: MEASURABLE STUDENT OUTCOMES</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>Includes how we will monitor student progress including Meeting and Exceeding Standards as based on the CAASPP. These are based on State and Federal Mandates.</p>
<p>ELEMENT III: METHOD BY WHICH STUDENT OUTCOMES AND PROGRESS IS MEASURED</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>This is a more in-depth look at student progress and includes attendance totals and report cards. It also requires that we list how we will ensure student growth over time, what data we will use, and how it will be reported to stakeholders. This includes what we are doing on the campus (RTI Program).</p>
<p>ELEMENT IV: GOVERNANCE STRUCTURE</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>This section includes the composition of the school board (will remain the same), the role of the Superintendent/Principal, the role of other administration (Includes Chief Financial Officer, Director of Maintenance, Director of Technology and Special Projects), the role of student leadership, and the role and composition of the school site council.</p>
<p>ELEMENT V: HUMAN RESOURCES</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change from our current daily operation EXCEPT for the BOLD section.</i> 	<p>Standards of employment for all school employees including maintaining valid California Administration services credential and teaching credential for</p>

	<p>Superintendent/Principal, valid California Teaching Credentials for all teachers, appropriate credentials for any counselors, psychologist, and nurses and minimum qualifications for all other classified or non-teaching positions. <i>All of these are currently in place and would not change.</i> Also included in the Charter Petition would be the addition of hiring non-certificated instructors in non-core areas including electives and physical education who demonstrated competency through experience and/or education plus the requirements of completing a district required course in behavior management.</p>
<p>ELEMENT VI: HEALTH AND SAFETY</p> <ul style="list-style-type: none"> <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>The District would adhere to all state and federal laws regarding fingerprinting, criminal background checks, and drug testing. Also, the district would continue to comply with regulations regarding health requirements as mandated by state and federal law, as well as, maintain safety procedures including staff training in blood borne pathogens, drug/tobacco/alcohol free workplace, and emergency procedures. All of these will be included in a parent/student handbook.</p>
<p>ELEMENT VII: RACIAL AND ETHNIC BALANCE</p> <ul style="list-style-type: none"> <i>All of these are currently in place and would not change from our current daily operation.</i> 	<p>Ensures the district will take all measures possible to maintain the racial and ethnic balance that is reflective of the general population within our historical boundaries.</p>
<p>ELEMENT VIII: ADMISSIONS REQUIREMENTS</p> <ul style="list-style-type: none"> New under Charter School 	<p>Describes how selection to the Charter School will be handled. Admission preference will be given to those students showing proof of residency within the historical attendance area of the district. The next priority will be given to employees of the district children, followed by siblings of current enrollees, and finally all other as space allows. If the amount of requests exceed the space given a random lottery will be held to fill the spaces and a waiting list will be established.</p>
<p>ELEMENT IX: FINANCIAL AUDIT</p> <ul style="list-style-type: none"> <i>All of these are currently in place and would not change.</i> 	<p>Explains how the district will ensure appropriate financial and accounting methods and procedures to maintain economically viable and following all current state and federal laws.</p>
<p>ELEMENT X: SUSPENSION, EXPULSION, AND/OR LEAVING THE CHARTER DISTRICT</p> <ul style="list-style-type: none"> <i>All of these are currently in place and would not change.</i> 	<p>This element includes how the district will maintain student discipline including suspension, expulsion, attendance, and leaving the charter school through adopted policies while following all current state and federal laws.</p>
<p>ELEMENT XI: COMPENSATION AND BENEFITS/RETIREMENT SYSTEM</p>	<p>Includes that all employees will participate in STRS, PERS, and Social Security as appropriate. Also,</p>

<ul style="list-style-type: none"> • <i>All of these are currently in place and would not change.</i> 	<p>maintains the district will purchase liability, workers compensation, and other insurance.</p>
<p>ELEMENT XII: ATTENDANCE ALTERNATIVES</p> <ul style="list-style-type: none"> • New under Charter School 	<p>This element explains that no student is required to attend a Charter School. In the case that a student residing in the district would not like to attend Sequoia Union Charter School, alternative agreements will be made with surrounding districts. These alternatives may include Exeter Unified, Woodlake Unified, Farmersville Unified, and Eleanor Roosevelt Charter School if agreed upon.</p>
<p>ELEMENT XIII: RIGHTS OF SCHOOL DISTRICT EMPLOYEES</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change</i> 	<p>This section provides that no employee can be forced to work for the charter and that all collective bargaining agreements (in our case with Sequoia Union Teachers Association-SETA) will be honored and the district will adhere to all state and federal laws relating to the tenure of certificated staff. Also, all sick/vacation leave will carry over to the charter school.</p>
<p>ELEMENT XIV: DISPUTE RESOLUTION</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change</i> 	<p>This Element outlines how the district will resolve disputes and if the state board of education decides to revoke the charter what the policy would be for the district (in our case we would revert back to our traditional Sequoia Union Elementary School District).</p>
<p>ELEMENT XV: EMPLOYEE REPRESENTATIONS</p> <ul style="list-style-type: none"> • <i>All of these are currently in place and would not change</i> 	<p>This element states that the charter will be the exclusive public school employer of the employees of the charter for the purposes of the Educational employment Relations Act (EERA).</p>
<p>ELEMENT XVI: CLOSURE PROTOCOL</p> <ul style="list-style-type: none"> • New under Charter School 	<p>This element outlines the procedure the school would use to close the charter school. Specifically, this section explicitly states that if the Sequoia Union School District determines it necessary to disband the charter, the district will revert to its previous designation as a regular elementary district, non-chartered basis.</p>

SU Class Limits and Enrollment Projections

Current Classes as of 12-1-15	*Option 1 K-3 at 20, 4-5 at 24, 6-8 at 28	*Option 2 K at 20, 1-3 at 22, 4-5 at 24, 6-8 at 28	*Option 3 K-3 at 22; 4-8 at 28	*Option 4 K-3 at 24; 4-8 at 30
TK 5				
Kx2 27	Kx2 40	Kx2 40	Kx2 44	Kx2 48
1 + combo 36	1x2 40	1x2 44	1x2 44	1x2 48
2 + combo 34	2x2 40	2x2 44	2x2 44	2x2 48
3x1 26	3x2 40	3x2 44	3x2 44	3x2 48
4x1 32	4x2 48	4x2 48	4x2 56	4x2 60
5x2 38	5x2 48	5x2 48	5x2 56	5x2 60
6x1 32	6x2 56	6x2 56	6x2 56	6x2 60
7x2 45	7x2 56	7x2 56	7x2 56	7x2 60
8x1 40	8x2 56	8x2 56	8x2 56	8x2 60
Total 315	Total 424	Total 436	Total 456	Total 492
14-15 Revenue \$2,110,500	*Expected Revenue \$2,840,800	*Expected Revenue \$2,921,200	*Expected Revenue \$3,055,200	*Expected Revenue \$3,296,400
14-15 funding per student \$6,700	**Revenue Gained: \$130,300	**Revenue Gained: \$210,700	**Revenue Gained: \$344,700	**Revenue Gained: \$585,900

*Need to Add:	
1st Grade	
2nd Grade	Estimate Cost
3rd Grade	\$600,000
4th Grade	
2 Jr. High	
**Based from estimated ADA Funding of \$6,700 per student	

Student Enrollment Projections with Current Staffing

Current Classes as of 12-1-15	Current Enrollment	Option 1 K-3 at 20, 4-5 at 24, 6-8 at 28	Option 2 K at 20, 1-3 at 22, 4-5 at 24, 6-8 at 28	Option 3 K-3 at 22; 4-8 at 28	Option 4 K-3 at 24; 4-8 at 30
Garza TK/K	15	20	20	22	24
Sakaguchi K	15	20	20	22	24
Hellwig 1st	23	20	22	22	24
McClain 1st/2nd	23	20	22	22	24
Wilson 2nd Grade	24	20	22	22	24
Lang 3rd Grade	26	20	22	22	24
Sullivan 4th Grade	28	24	24	28	30
Zerlang 4th/5th	23	24	24	28	30
Finch 5th Grade	21	24	24	28	30
Higareda 6th Grade	32	28	28	28	30
Ashlock 7th Grade	22	28	28	28	30
Johnston 7th Grade	23	28	28	28	30
Keller 8th Grade	40	28	28	28	30
	315	304	312	328	354

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

111. REPORTS & DISCUSSION

Agenda Item 3.9 Action Plan for Students With Exceptional Needs:

The Board will receive an update from Dr. Powell regarding a plan on how to meet the needs of students on 504's, I.E.P.'s and students with other needs. We have student growth data for trimester one being put together and will update in January meeting.

Information Only

Agenda Item. 3.9

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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 12, 2015 Regular Meeting Minutes
- 4.1b Approve A.D.A. Report
- 4.1c Cafeteria Report through December 4, 2015
- 4.1d Approve Payment of Bills for December
- 4.1e Approve December Payroll
- 4.1f Approve Budget Report/Revisions through December 4, 2015

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
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Darcy Staberg	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda item 4.1a

**Sequoia Union Elementary School
Regular Meeting
December 10, 2015**

The Board of the Trustees of the Sequoia Union Elementary School held a regular meeting on November 12, 2015 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:** Milo Gorden, Matt McEwen, James McNulty, Darcy Staberg; and Bradley Ward
- MEMBERS ABSENT:** None
- VISITORS PRESENT:** There were several visitors present at the November meeting
- PUBLIC COMMENTS:** There were several questions and concerns from the public regarding the well project.
- On a motion of Matt McEwen and seconded by Darcy Staberg the Board voted to approve the agenda items for discussion as submitted.
- OPEN SESSION:** On a motion of Bradley Ward; and, seconded by Matt McEwen the Board voted to move to item 6.1 under Other Action Items.
- OTHER ACTION ITEMS:** Update on Well Project and Approval of Claims - Nick Keller/Keller-Wegley Engineers:
Nick Keller spoke to the Board and the community regarding the progress on the well. He also stated that Yellow Jacket was requesting a change order for a 30-day extension. Nick also submitted claims for reimbursement.
- The community expressed concerns regarding the lights at night; and the all night drilling and noise. The Board asked Nick Keller if he could arrange for Yellow Jacket Drilling to stop the drilling at 11:00 P.M. and they could resume the drilling at 5:00 A.M.
- On a motion of Matt McEwen; and, seconded by Milo Gorden the Board approved the change form with a 45 day extension due the change requested in the hours they were requested to drill in.

On a motion of Milo Gorden; and, seconded by Bradley Ward the Board voted to approve the claims for reimbursement.

On a motion of Darcy Staberg; and, seconded by Matt McEwen the Board returned to item 3.1 under Reports & Discussion.

**REPORTS &
DISCUSSION:**

Superintendent's Report:

Dr. Powell reviewed the Superintendent's report with the Board and audience.

P.T.C. Update:

The P.T.C. overview was reviewed with the Board and audience.

S.S.C. Update:

Dr. Powell stated that School Site Council met on November 10th and reviewed the Charter School update, LCAP and Parent Compacts. Our next scheduled meeting is December 8th.

S.E.T.A. Update:

There was no report submitted

Sports' Boosters Update:

The Sports' Boosters update was reviewed with the Board and audience.

Local Control and Accountability Plan (LCAP):

Dr. Powell met with the Tulare County Office of Education's representative on October 30th, 2014 to review the plan for implementing the 2015-16 LCAP and looking ahead to the 2016-17 update.

Strategic Planning Update:

Strategic planning meeting have been scheduled for January 26th and February 2nd ; and, February 9th, 2016.

Charter School Update:

Dr. Powell reviewed the Charter School update with the Board and audience.

Action Plan for Students with Exceptional Needs:

Dr. Powell reviewed the update with the Board and audience.

California Assessment of Student Performance and Progress
Testing Results (CAASPP):

Dr. Powell reviewed the testing results with the Board and audience.

ACTION SESSION:

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

**OTHER BUSINESS
ITEMS:**

403 (b) and 457 Plan Administration Agreement:

On a motion of Darcy Staberg; and, seconded by Bradley Ward the Board voted to approve the 403 (b) and 457 plan administration agreement.

Setting Date for Annual Organizational Meeting Between
December 4th and December 18, 2015:

On a motion of Matt McEwen; and, seconded by Darcy Staberg the Board voted to set the date on December 10th, 2015.

Developer Fee Report for the 2014-15 School Year:

The Developer fee report for the 2014-15 school year was reviewed with the Board and audience. There was time for questions and/or concerns.

On a motion of Milo Gorden; and, seconded by Matt McEwen the Board voted to approve the Developer fee report for the 2014-15 school year.

PERSONNEL:

Maternity Leave Request for Certificated Employee:

On a motion of Darcy Staberg; and, seconded by Bradley Ward the Board voted to approve the request for the extended maternity leave for Cherie Garza.

Interdistrict Agreement Requests:

No requests submitted

Application for Exemption for Required Expenditures for
Classroom Teacher Salaries:

On a motion of Matt McEwen; and, seconded by Matt McEwen the Board voted to approve the Application for Exemption for Required Expenditures for Classroom Teacher Salaries.

Licensed Vocational Nurse Services Contract:

On a motion of Matt McEwen; and, seconded by Milo Gorden the Board approved the contract for the L.V.N. services.

Interdistrict Attendance Agreement:

Dr. Powell reviewed the Countywide Interdistrict Attendance Agreement with the Board.

On a motion of Darcy Staberg; and, seconded by Matt McEwen the Board voted to approve the Interdistrict Attendance Agreement.

ADJOURNMENT:

On a motion of Matt McEwen; and, seconded by Bradley Ward the Board adjourned the meeting at 7:45 P.M.

SEQUOIA UNION SCHOOL DISTRICT
Regular Board Meeting

6. Business and Non Instructional Operations

Agenda Item 3.1

ADA Report

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	315	302	303
6	308	293	295	330	316	306	325	305	303
7	311	295	295	329	320	308	327	311	304
8	316	301	296	328	318	309	325	311	305
9	319	306	297	328	318	309	323	315	306
10	319	304	297	323	314	309	326	305	306
11				325	313	310	327	308	307
				325	317		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						
2	313	300	298						
3	318	299	298						
4									
5									
6									
7									
8									
9									
10									
11									

Recommended Action: **Information Only**

**5472116 Sequoia Union Elementary
District**

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Attendance/Membership Summary Report

Start/End Date: 10/05/2015 - 11/06/2015 School(s): 1 Calendar(s): 2

Grade: K, TK, 01, 02, 03, 04, 05, 06, 07, 08

SUMMARY Total Schools: 1 Total Calendars: 2

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
K	26	520	23	497	26.00	24.85	8	0.40	95.58%	
TK	4	80	4	76	4.00	3.80	3	0.15	95.00%	
01	36	692	36	656	34.60	32.80	8	0.40	94.80%	
02	33	660	25	635	33.00	31.75	15	0.75	96.21%	
03	27	525	18	507	26.25	25.35	11	0.55	96.57%	
04	34	661	22	631	33.05	31.55	5	0.25	95.46%	
05	40	763	33	730	38.15	36.50	11	0.55	95.67%	
06	32	628	26	602	31.40	30.10	3	0.15	95.86%	
07	46	905	40	865	45.25	43.25	13	0.65	95.58%	
08	40	800	27	773	40.00	38.65	10	0.50	96.62%	
Total	10	318	6234	254	5972	311.70	298.60	87	4.35	95.80%

School: Sequoia Elementary Calendar: 6-8 Jr. High 15-16

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
	Count	Days					Days	Avg. Daily	
06	32	628	26	602	31.40	30.10	3	0.15	95.86%
07	46	905	40	865	45.25	43.25	13	0.65	95.58%
08	40	800	27	773	40.00	38.65	10	0.50	96.62%
Total	3	118	2333	93	116.65	112.00	26	1.30	96.01%

School: Sequoia Elementary Calendar: K-5 Elementary 15-16

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
K	26	520	23	497	26.00	24.85	8	0.40	95.58%	
TK	4	80	4	76	4.00	3.80	3	0.15	95.00%	
01	36	692	36	656	34.60	32.80	8	0.40	94.80%	
02	33	660	25	635	33.00	31.75	15	0.75	96.21%	
03	27	525	18	507	26.25	25.35	11	0.55	96.57%	
04	34	661	22	631	33.05	31.55	5	0.25	95.46%	
05	40	763	33	730	38.15	36.50	11	0.55	95.67%	
Total	7	200	3901	161	3732	195.05	186.60	61	3.05	95.67%

**5472116 Sequoia Union Elementary
District**

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Attendance/Membership Summary Report

Start/End Date: 08/13/2015 - 11/06/2015 School(s): 1 Calendar(s): 2

Grade: K, TK, 01, 02, 03, 04, 05, 06, 07, 08

SUMMARY Total Schools: 1 Total Calendars: 2

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
K	27	1426	49	1377	25.93	25.02	17	0.32	96.56%	
TK	4	220	6	214	4.00	3.89	3	0.05	97.27%	
01	36	1886	66	1816	34.29	33.01	16	0.29	96.29%	
02	33	1803	81	1722	32.78	31.29	49	0.91	95.51%	
03	28	1402	43	1355	25.49	24.62	23	0.43	96.65%	
04	34	1777	60	1695	32.31	30.79	18	0.34	95.39%	
05	41	2130	90	2026	38.73	36.82	36	0.66	95.12%	
06	33	1749	66	1683	31.80	30.61	10	0.19	96.23%	
07	47	2486	102	2384	45.20	43.30	34	0.64	95.90%	
08	40	2187	71	2116	39.76	38.43	34	0.64	96.75%	
Total	10	323	17066	634	16388	310.29	297.78	240	4.47	96.03%

School: Sequoia Elementary Calendar: 6-8 Jr. High 15-16

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
06	33	1749	66	1683	31.80	30.61	10	0.19	96.23%	
07	47	2486	102	2384	45.20	43.30	34	0.64	95.90%	
08	40	2187	71	2116	39.76	38.43	34	0.64	96.75%	
Total	3	120	6422	239	6183	116.76	112.34	78	1.47	96.28%

School: Sequoia Elementary Calendar: K-5 Elementary 15-16

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
K	27	1426	49	1377	25.93	25.02	17	0.32	96.56%	
TK	4	220	6	214	4.00	3.89	3	0.05	97.27%	
01	36	1886	66	1816	34.29	33.01	16	0.29	96.29%	
02	33	1803	81	1722	32.78	31.29	49	0.91	95.51%	
03	28	1402	43	1355	25.49	24.62	23	0.43	96.65%	
04	34	1777	60	1695	32.31	30.79	18	0.34	95.39%	
05	41	2130	90	2026	38.73	36.82	36	0.66	95.12%	
Total	7	203	10644	395	10205	193.53	185.44	162	3.00	95.88%

**SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
Cafeteria Report
10-Dec-15**

Beginning Balance:

YTD. Actuals

<i>Revenue</i>	2015/16		Balance	Prior Year	
	Budgeted	Current		Budgeted	Current
FEDERAL	\$ 56,000.00	\$23,938.72	\$ 32,061.28	50,404	24,959.43
STATE	\$ 4,500.00	\$1,819	\$ 2,680.81	3,563.00	1,864.20
DAILY SALES	\$ 32,000.00	\$15,933.49	\$ 16,066.51	31,907	2,616.12
INTEREST	\$ 100.00	\$ 16.60	\$ 83.40	100	\$ 54.32
FAIR VALUE		\$ (6.50)	\$ 6.50		-61.07
TOTAL	\$ 92,600.00	\$41,701.50	\$ 50,898.50	85,974	29,433.00

Expenses

SALARIES	\$ 53,934.00	\$21,719.00	\$ 32,215.00	52,602.00	24,948.27
BENEFITS	\$ 28,376.00	\$9,515.88	\$ 19,378.56	28,519.00	10,663.50
FOOD (DISTRICT)	\$34,000.00	\$20,071.70	\$13,928.30	30,000.00	14,266.09
NON-FOOD (DISTRICT)	\$ 5,000.00	\$1,836.34	\$ 3,163.66	5,000	1,759.17
EQUIPMENT	\$ -		\$ -	0.00	0.00
TRAVEL	\$ 200.00	\$50.60	\$ 149.40	200.00	52.64
Buildings & Improvement	\$ -	\$0.00			
TOTAL	\$ 121,510.00	\$53,193.52	\$ 68,834.92	116,321.00	51,689.67

EXCESS (Deficiency) of Revenue

Audit Adjustment: \$0.00

Fund Balance:

Transfer from Unrestricted: \$28,910

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Tulare County Office of Education
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For December, 2015

** FINAL **
 Batch No 85

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

013842	American Express	PV-160225	11/12/2015		6-41008	010-00000-0-00000-82000-43000-0	Janitorial suppl./tools/golf cart batteries	\$1,151.58	M	
013192	AT&T	PV-160224	11/12/2015		02078580657001	010-00000-0-00000-82000-55000-0	November invoices	\$66.07		
013206	AT&T WIRELESS	PV-160226	11/12/2015		287259272862	010-00000-0-00000-82000-55000-0	October invoices	\$473.62		
011909	CULLIGAN WATER CONDITIONING	PV-160227	11/12/2015		16774	010-00000-0-00000-82000-55000-0	October invoice	\$701.75		
013438	Empire Supply	PV-160228	11/12/2015		1217	010-00000-0-00000-82000-43000-0	Heating element	\$1.45		
013885	Food 4 Thought, LLC.	PV-160230	11/12/2015		33968	130-53100-0-00000-37000-47000-0	Cafeteria supplies	\$137.70		
013591	Fresno Hauling	PV-160229	11/12/2015		Sequoia Union	010-00000-0-00000-82000-55000-0	November invoices	\$599.02		
002430	GRIGGS INC, JACK	PV-160231	11/12/2015		71885	010-00000-0-00000-82000-55000-0	Propane	\$1,306.87		
013951	Jive Communications Inc.	PV-160233	11/12/2015		390164	010-00000-0-00000-82000-55000-0	Internet service	\$424.24		
							Total Check Amount:	\$1,151.58		
							Total Check Amount:	\$66.07		
							Total Check Amount:	\$473.62		
							Total Check Amount:	\$701.75		
							Total Check Amount:	\$1.45		
							Total Check Amount:	\$137.70		
							Total Check Amount:	\$599.02		
							Total Check Amount:	\$1,306.87		
							Total Check Amount:	\$1,306.87		

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Tulare County Office of Education
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For December, 2015

** FINAL **
 Batch No 85

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

011817	JORGENSEN & COMPANY INC	PV-160232	11/12/2015		5540737		010-00000-0-00000-82000-56000-0	Total Check Amount:	\$424.24		
							Semi annual service on fire extinguishers		\$207.61		
014006	Junior Library Guild	PV-160243	11/12/2015		295085		010-11000-0-11100-10000-43000-0	Total Check Amount:	\$207.61		
							Library books		\$199.99		
013709	Key Evidence Lock & Safe	PV-160234	11/12/2015		119972		010-00000-0-00000-82000-43000-0	Total Check Amount:	\$199.99		
							Duplicate keys		\$20.84		
012998	MAJOR SYSCO	PV-160240	11/12/2015		751834		130-53100-0-00000-37000-43000-0	Total Check Amount:	\$20.84		
	MAJOR SYSCO		11/12/2015		751834		Cafeteria/After school supplies		\$400.10		
	MAJOR SYSCO		11/12/2015		751834		130-53100-0-00000-37000-47000-0		\$2,416.27		
							010-07200-0-11100-10000-43000-0	Total Check Amount:	\$768.19		
									\$3,584.56		
013747	Mission Uniform Service	PV-160235	11/12/2015		219819		010-00000-0-00000-82000-43000-0	Total Check Amount:	\$70.68		
							Uniforms/shop towels/mats/mops		\$70.68		
013171	OFFICE DEPOT	PV-160236	11/12/2015		28266812		010-11000-0-11100-10000-43000-0	Total Check Amount:	\$70.68		
							Classroom supplies		\$138.24		
012151	PRODUCERS	PV-160237	11/12/2015		717312		130-53100-0-00000-37000-47000-0	Total Check Amount:	\$138.24		
							Cafeteria supplies		\$3,959.87		
012018	SMART & FINAL IRIS CO.	PV-160239	11/12/2015		Sequoia Union Elem		010-00000-0-00000-82000-43000-0	Total Check Amount:	\$3,959.87		
	SMART & FINAL IRIS CO.		11/12/2015		Sequoia Union Elem		Cafeteria supplies/janitorial supplies		\$6.58		
							130-53100-0-00000-37000-47000-0		\$214.76		

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** FINAL **
 Batch No 85

Audit

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

Total Check Amount: \$221.34

\$200.41

010-00000-0-00000-71500-58000-0

022-836351

11/12/2015

PV-160238

013300 STATE BOARD OF EQUALIZATION

Sales & use tax

\$200.41

Total Check Amount:

\$102.88

010-00000-0-00000-82000-55000-0

559182-0138-980123

11/12/2015

PV-160241

012540 VERIZON

October invoice

\$102.88

Total Check Amount:

\$2,924.90

010-07230-0-00000-36000-51000-0

22520

11/12/2015

PV-160242

013416 VISALIA UNIFIED

November transportation charge

\$2,924.90

Total Check Amount:

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** FINAL **
 Batch No 85

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: \$16,493.62

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 For December, 2015

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** FINAL **
 Batch No 85

Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Batch No 85

Total Accounts Payable: \$16,493.62

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 \$16,493.62 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).


 Authorizing Signature

11-12-15
 Date

Fund Summary	Total
010	\$9,364.92
130	\$7,128.70
Total	\$16,493.62

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For December mtg.

** FINAL **
 Batch No 86

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check Account Code	Amount	Flag	EFT	Audit
013553	AAA Quality Services	PV-160271	12/3/2015		231428	010-00000-0-00000-82000-56000-0 Fence rental around well	\$172.80			
Total Check Amount:							\$172.80			
013601	Advanced Micro Systems	PV-160269	12/3/2015		160380	010-00000-0-00000-82000-55000-0 Meraki cloud controller license	\$2,292.73			
Total Check Amount:							\$2,292.73			
013842	American Express	PV-160272	12/3/2015		6-41008	010-00000-0-00000-82000-43000-0 Mice traps/janitorial suppl./plastic pallet	\$215.15			M
Total Check Amount:							\$215.15			
013855	American Incorporated	PV-160270	12/3/2015		5044778	010-00000-0-00000-81100-56000-0 Room #1 A/C repair	\$406.68			
Total Check Amount:							\$406.68			
014007	Associated Compressor Equipment	PV-160275	12/3/2015		107254	010-00000-0-00000-81100-56000-0 Repair to compressor in Cafeteria	\$381.00			H
Total Check Amount:							\$381.00			
013665	Central Tulare County Schools	PV-160274	12/3/2015		17	010-00000-0-00000-72000-54500-0 Insurance renewal	\$6,455.00			C
Total Check Amount:							\$6,455.00			
013856	Delta Vector Control District	PV-160268	12/3/2015		0410074	010-00000-0-00000-82000-55000-0 Pest control	\$74.75			
Total Check Amount:							\$74.75			
013871	FGL Environmental	PV-160266	12/3/2015		4011233	010-00000-0-00000-82000-55000-0 Water testing	\$311.00			
Total Check Amount:							\$311.00			
013591	Fresno Hauling	PV-160265	12/3/2015		Sequoia Union	010-00000-0-00000-82000-55000-0 November invoices	\$1,026.36			
Total Check Amount:							\$1,026.36			

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42 Sequoia Union Elementary School Dis
 For December mtg.

** FINAL **
 Batch No 86

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

002430	GRIGGS INC, JACK	PV-160264	12/3/2015		66207		010-00000-0-00000-82000-55000-0	Total Check Amount:	\$1,026.36		
							Propane/tank rental		\$1,886.34		
012445	HOUGHTON MIFFLIN COMPANY	PV-160263	12/3/2015		951922975		010-07200-0-11100-10000-43000-0	Total Check Amount:	\$1,886.34		
							Go Math live webinar		\$800.00		
							010-11000-0-11100-10000-43000-0		\$3,529.95		
							Go math	Total Check Amount:	\$4,329.95		
012998	MAJOR SYSCO	PV-160251	12/3/2015		751834		010-07200-0-11100-10000-43000-0		\$319.80		
							Cafeteria supl./After school program suppl.		\$2,633.84		
							130-53100-0-00000-37000-47000-0		\$395.36		
							130-53100-0-00000-37000-43000-0	Total Check Amount:	\$3,349.00		
013747	Mission Uniform Service	PV-160262	12/3/2015		219819		010-00000-0-00000-82000-43000-0		\$351.43		
							Uniforms/mats/shop towels	Total Check Amount:	\$351.43		
013643	Mountain Math/Language	PV-160261	12/3/2015		62660		010-11000-0-11100-10000-43000-0		\$49.95		
							Mountain language online - 1 student subscription	Total Check Amount:	\$49.95		
013171	OFFICE DEPOT	PV-160260	12/3/2015		28266812		010-11000-0-11100-10000-43000-0		\$518.67		
							Classroom supplies	Total Check Amount:	\$518.67		
013997	Precision Roller	PV-160259	12/3/2015		2014362		010-11000-0-11100-10000-43000-0		\$76.00		
							Ink cartridges	Total Check Amount:	\$76.00		

Tulare County Office of Education
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For December mtg.

** FINAL **
 Batch No 86

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013870	Ray Morgan Co.	PV-160258	12/3/2015		1063687		010-00000-0-00000-82000-56000-0	\$383.38			
							Copier usage				
013990	Security First Alarm King	PV-160252	12/3/2015		22175		010-00000-0-00000-82000-55000-0	\$295.00			
							Fire alarm monitoring				
013989	SHI International Corp.	PV-160254	12/3/2015		4125112		010-00018-0-11100-10000-43000-0	\$251.00			
							Chrome book license				
012018	SMART & FINAL IRIS CO.	PV-160257	12/3/2015		601246000020384136		010-00000-0-00000-82000-43000-0	\$69.24			
							Cafeteria/janitorial supplies				
							130-53100-0-00000-37000-43000-0	\$4.54			
							130-53100-0-00000-37000-47000-0	\$197.44			
005383	SOUTHERN CALIF EDISON CO	PV-160267	12/3/2015		Sequoia Union		010-00000-0-00000-82000-55000-0	\$5,473.35			
							November invoices				
013718	Southwest School & Office Supl	PV-160256	12/3/2015		V0075118		010-11000-0-11100-10000-43000-0	\$460.40			
							Copy paper				
013948	Staples Advantage, Dept. LA	PV-160255	12/3/2015		803675139		010-00000-0-00000-82000-43000-0	\$414.45			
							Water cups				
013916	Starfall Education	PV-160253	12/3/2015		S22-98638-001		010-00000-0-00000-71500-53000-0	\$270.00			
							Annual membership				
013570	Tulare Co. Office Of Education	PV-160250	12/3/2015		160670/160737		010-00000-0-11100-10000-52000-0	\$800.00			
							Project based learning program training				
							Total Check Amount:	\$383.38			
							Total Check Amount:	\$295.00			
							Total Check Amount:	\$251.00			
							Total Check Amount:	\$69.24			
							Total Check Amount:	\$4.54			
							Total Check Amount:	\$197.44			
							Total Check Amount:	\$5,473.35			
							Total Check Amount:	\$460.40			
							Total Check Amount:	\$414.45			
							Total Check Amount:	\$270.00			
							Total Check Amount:	\$800.00			

Tulare County Office of Education
Accounts Payable Final - 12/3/2015 5:05:39 PM

42 Sequoia Union Elementary School Dis

For December mtg.

12/3/2015
5:05:52PM

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APY500

**** FINAL ****
Batch No 86

Audit

Amount Flag EFT

Separate

Check Account Code

Reference

Invoice

PO #

Invoice No

Date

Number

Vendor Name

Vendor No

Vendor No	Vendor Name	Vendor No	Invoice Date	PO #	Invoice No	Separate Check Account Code	Amount	Flag	EFT
013241	TULARE COUNTY SMALL SCHOOLS		12/3/2015		2015-16	010-00000-0-00000-71500-53000-0	\$800.00		
						Dues for 2015-16			
						Total Check Amount:	\$800.00		
013818	unWired Broadband Inc.		12/3/2015		2800011	010-00000-0-00000-82000-55000-0	\$69.95		
						November invoice			
						Total Check Amount:	\$69.95		
013779	US Bank		12/3/2015		291272441	010-00000-0-00000-82000-56000-0	\$158.20		
						Lease on copiers			
						Total Check Amount:	\$158.20		
012540	VERIZON		12/3/2015			010-00000-0-00000-82000-55000-0	\$403.18		H
						November invoices			
						Total Check Amount:	\$403.18		
012751	WAGNER, HOPE		12/3/2015			130-53100-0-00000-37000-52000-0	\$25.30		
						Mileage			
						Total Check Amount:	\$25.30		
013583	Woodlake Auto Parts		12/3/2015		17120	010-00000-0-00000-81100-43000-0	\$78.89		
						Battery cables for mower/battery			
						Total Check Amount:	\$78.89		

42 Sequoia Union Elementary School Dis
Tulare County Office of Education
Accounts Payable Final - 12/3/2015 5:05:39 PM

12/3/2015
 5:05:52PM

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 APY500

** FINAL **
 Batch No 86

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: \$31,401.13

Tulare County Office of Education
Accounts Payable Final - 12/3/2015 5:05:39 PM

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 APY500

12/3/2015
 5:05:52PM

** FINAL **
 Batch No 86

Audit
 Amount Flag EFT

Separate
 Check Account Code

PO # Invoice No

Reference Invoice
 Number Date

Vendor No Vendor Name

Batch No 86

Total Accounts Payable: \$31,401.13

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 \$31,401.13 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

 Authorizing Signature

 Date

Fund Summary	Total
010	\$28,144.65
130	\$3,256.48
Total	\$31,401.13

For December mtg.

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

Month/Day/Year: / /

Instructions

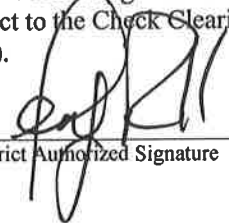
Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted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

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

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

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u> 0 </u>	No. Enclosed <u> 0 </u>
Form PS02 Voluntary Deductions	No. Enclosed <u> 0 </u>	No. Enclosed <u> 0 </u>
Form PS03 Employee Distribution Additions	No. Enclosed <u> 0 </u>	No. Enclosed <u> 0 </u>
Form W-4 Withholding	No. Enclosed <u> 0 </u>	No. Enclosed <u> 0 </u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u> 0 </u>	No. Enclosed <u> 0 </u>
PERS Action Form		No. Enclosed <u> 0 </u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>81,806.¹³</u>	Total Amount \$ <u>41,387.⁷⁹</u>

The Sequoia 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

Date 11.12.15

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-Dec-15**

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	\$ 2,365,884.00	\$ 696,984.35	\$ 0.29	\$ 1,668,899.65	2,159,226.00	1,030,159.95
Fed. Rev.	\$ 149,226.00	\$ 11,556.00	\$ 0.08	\$ 137,670.00	176,871	63,653.85
State Rev.	\$ 131,880.00	\$ 64,274.51	\$ 0.49	\$ 67,605.49	288,202	71,814.85
Local Rev.	\$ 61,997.00	\$ 15,659.85	\$ 0.25	\$ 46,337.15	56,996	15,521.09
Total Rev.	\$ 2,708,987.00	\$ 788,474.71	\$ 0.29	\$ 1,920,512.29	2,681,295	1,181,149.74
				\$ -		
Expenditures				\$ -		
Certificated salaries	\$ 1,040,732.00	\$ 363,669.73	\$ 0.35	\$ 1,024,704.63	1,050,120	441,289.22
Classified salaries	\$ 452,893.00	\$ 202,833.16	\$ 0.45	\$ 250,059.84	475,125.17	215,698.49
Benefits	\$ 601,593.00	\$ 192,842.70	\$ 0.32	\$ 408,750.30	618,373.09	204,767.72
Textbooks/supl.	\$ 163,763.00	\$ 145,095.63	\$ 0.89	\$ 18,667.37	211,803	107,030.67
Dues/Memberships	\$ 5,500.00	\$ 4,948.88	\$ 0.90	\$ 551.12	5,000	4,417.50
Travel/Staff Development	\$ 18,330.00	\$ 4,867.62	\$ 0.27	\$ 13,462.38	24,541.02	7,759.71
Insurance	\$ 15,000.00	\$ 6,455.00	\$ 0.43	\$ 8,545.00	15,000.00	4,727.00
Housekeeping	\$ 130,000.00	\$ 66,576.42	\$ 0.51	\$ 63,423.58	120,000.00	86,797.14
Rentals/Leases/Repairs	\$ 48,500.00	\$ 23,892.08	\$ 0.49	\$ 24,607.92	41,500.00	31,764.19
Pension Penalties & Interest		\$ -				
Services	\$ 93,581.00	\$ 35,119.85	\$ 0.38	\$ 58,461.15	71,612.73	21,013.86
Subagreements	\$ 28,619	\$ 5,849.80	\$ 0.20	\$ 22,769.20	28,619	8,774.70
Capital Outlay	\$ 122,716.07	\$ 35,340.45		\$ 87,375.62	262,245.00	60,908.82
Other Outgo	\$ 6,995.00	\$ 2,882.00		\$ 4,113.00	6,361.00	2117
Total Expenditures	\$ 2,728,222.07	\$ 1,090,373.32	\$ 0.40	\$ 1,637,848.75	2,930,300.67	1,197,066.02
Surplus/Deficit	\$ (19,235.07)					
Interfund Transfers Out	\$ 28,910.00					
Beginning Balance	\$ 1,712,105.71					
Projected Ending Balance	\$ 1,663,960.64					
Components						
of ending	Revolving Fund	Designated Res.		Undesignated	Audit Adjust.	
balance	2000	911368.94		750,591.70	0	

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

1V. ACTION ITEMS

Agenda Item 4.2 **OTHER BUSINESS ITEMS:**

a. 1st Interim Report:

The Board will be requested to review and approve the 1st Interim report which includes cash flow projections, Standards and Criteria, salary & benefit projections and budget revisions. This report is required twice a year. It compares expenditures up to October 30th projecting out until the end of the year compared to the original budget submitted.

Recommendations: Approve 1st Interim report

On a motion of member _____, and seconded by _____, the Board voted to approve the 1st Interim Report.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Darcy Staherg	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

Agenda item 4.2a

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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 the claims for reimbursement.

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Milo Gorden	_____	_____	_____	_____
Matt McEwen	_____	_____	_____	_____
James McNulty	_____	_____	_____	_____
Darcy Staberg	_____	_____	_____	_____
Bradley Ward	_____	_____	_____	_____

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

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 interdistrict agreements this month)

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
Milo Gorden				
Matt McEwen				
James McNulty				
Darcy Staberg				
Bradley Ward				

SEQUOIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
December 10, 2015

VI. ORGANIZATIONAL BUSINESS

6.1 Annual Organizational Meeting:

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

- a. Elect a new President and Clerk
- b. Sign the Authorized Signature Form
- c. Elect a Board representative to vote in the 2016 election of County Committee Members
- d. Sign the Statement of Facts

B. Elect a New President and Clerk

On a motion of _____, and seconded by _____, was nominated for office of President of the Board and was elected by a vote as follows:

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Milo Gorden				
Matt McEwen				
James McNulty				
Darcy Staberg				
Bradley Ward				

On a motion of _____, and seconded by _____, was nominated for office of Clerk of the Board and was elected by a vote as follows:

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Milo Gorden				
Matt McEwen				
James McNulty				
Darcy Staberg				
Bradley Ward				

C. Authorized Signatures:

Ed. Code 42633 provides that school district 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 and Business Manager*
- D. Authorization to sign warrant orders: *Superintendent and Business Manager*
- E. Authorized to sign employment contracts, purchase orders and cafeteria reports: Superintendent, Business Manager, all Board members and cafeteria manager.


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

BOARD MEMBERS	AYE	NO	ABSTAIN	ABSENT
Milo Gorden				
Matt McEwen				
James McNulty				
Darcy Staberg				
Bradley Ward				

Tulare County Office of Education

Committed to Students, Support and Service

November 13, 2015

To: All District Superintendents
From:  Jim Vidak, County Superintendent of Schools

SUBJECT: ANNUAL ORGANIZATIONAL MEETING
(Ed Code §35143) [schedule between December 4 and 18, 2015]

Enclosed are copies of four forms which need to be signed and completed at your annual district meeting for organizational purposes, to be held this year between December 4 and December 18.

PLEASE RETURN THE FORMS to Shelly DiCenzo by January 15, 2016, 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 2016 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** and a **copy** to my office, **Attn: Shelly**, as she updates our board records for officers with this form. If there are **no changes**, please indicate this on the form and **return to Shelly only**.

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.

/sjd
Enclosures (4)

***If you have new board members to be sworn in at your organizational meeting, certificates/oaths of office will be sent to you under separate cover.**

Jim Vidak
County
Superintendent
of Schools

2637 W. Burrell Ave.
P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
www.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) 737-4378

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

**AUTHORIZED SIGNATURES
FOR CALENDAR YEAR 2016**

_____ SCHOOL DISTRICT

TO: County Superintendent of Schools
ATTN: Shelly DiCenzo

In accordance with Education Code Section 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, 2015, the following person or persons, or a majority of them, each and every one of whom is an OFFICER OR EMPLOYEE of the above-mentioned school district and whose signature appears opposite his/her name, was/were authorized to sign orders in the name of said governing board. **THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS:**

<u>TYPE OR PRINT NAME HERE:</u>	<u>AUTHORIZED PERSON SIGN HERE:</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

BY ORDER OF THE GOVERNING BOARD OF THE
_____ School District

Dated _____ By _____
Clerk/Secretary of said Board

The ORIGINAL of this form is to be filed with the Tulare County Office of Education and is for Tulare County Office of Education use only.

**BOARD REPRESENTATIVE TO VOTE IN 2016
ELECTION OF COUNTY COMMITTEE MEMBERS**

To: County Superintendent of Schools
Attn: Shelly DiCenzo

FROM: _____ School District

At its annual organizational meeting, this school district's governing board selected
_____ as its representative to participate in the 2016
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 2016 election of county committee members at the annual county school board's association dinner which takes place in the fall (usually held in November after Election Day).

Dated _____

Clerk/Secretary of the Board

CERTIFICATION OF DISTRICT CLERK ELECTION

TO: County Superintendent of Schools
ATTN: Shelly DiCenzo

FROM: _____, Superintendent

WE HEREBY CERTIFY that, at a meeting of the Governing Board of the
_____ School District, held on December ____, 2015

_____ was duly elected District Clerk.
(name)

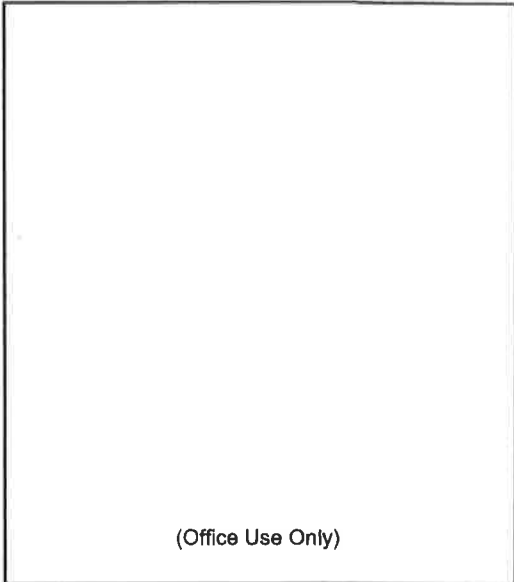
Signatures of Members of Board

INSTRUCTIONS--Forward this form to the County Superintendent of Schools without delay. Boards must elect a clerk at the organizational meeting (held annually in the 15-day period beginning the first Friday in December) and notify the County Superintendent of Schools at once. If a clerk is not elected at this time, the County Superintendent of Schools shall appoint a clerk (Education Code §35143).



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)



(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME []

_____ Date

ADDRESS

_____ Signature

CITY/STATE/ZIP []

_____ Typed Name and Title