

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: February 12, 2014

ITEM: **CONSIDERATION OF APPROVAL OF DISTRICT CALENDAR FOR 2014-2015 CONDITIONAL UPON RATIFICATION BY WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA)**

BACKGROUND INFORMATION:

The annual District calendar is subject to negotiations between the District and the West Sonoma County Teachers Association (WSCTA). In order for a calendar to be formally adopted, the District Board of Trustees must approve the calendar and the WSCTA membership must vote to ratify the calendar.

The District and WSCTA negotiating teams have reached a tentative agreement on a District calendar for 2014-2015. The calendar has staff development days scheduled for:

- Monday, August 18 and 19, 2014
- Monday, November 10, 2014

The calendar also has a Certificated Workday scheduled for Monday, January 5, 2015. The calendar has 180 days of instruction. The calendar does not require the Board to adopt a resolution to observe Lincoln's Birthday on Monday, February 9, 2015.

CURRENT CONSIDERATION:

In order to expedite formal adoption of the District calendar for 2014-2015, the Board will consider approving the calendar that has been tentatively agreed on by the District and WSCTA negotiating teams; conditional upon ratification by the WSCTA membership. Once approved by the Board and ratified by the WSCTA, the calendar will be widely communicated to parents, partner district and other interested parties.

RECOMMENDATIONS:

It is respectfully requested the Board of Education approve the 2014-2015 WSCUHSD Calendar, conditional upon ratification by the WSCTA membership.

ATTACHMENTS:

Yes

**West Sonoma County Union High School District
2014-2015 SCHOOL YEAR CALENDAR**

Board Approved:

Month Year	Days of the Week							Quarter-Semester/Holidays/ Staff Development	Days of Instruction	Cert. Emp. Workdays	School Year Employee Workdays	Class. Emp. Workdays	Class. Paid Holidays		
	S	M	T	W	Th	F	S								
JULY 2014			1	2	3	(4)	5	July 4	Independence Day						
	6	7	8	9	10	11	12								
	13	14	15	16	17	18	19								
	20	21	22	23	24	25	26								
	27	28	29	30	31					0	0	0	22	1	
AUG						1	2	Aug. 18	Staff Development (Non workday for school year employees)						
	3	4	5	6	7	8	9								
	10	11	12	13	14	15	16								
	17	*18*	*19*	20	21	22	23	Aug. 19	Staff Development						
	24	25	26	27	28	29	30	Aug. 20	First day of School	8	10	9	21	0	
SEPT	31														
		(1)	2	3	4	5	6	Sept. 1	Labor Day Holiday						
	7	8	9	10	11	12	13								
	14	15	16	17	18	19	20								
	21	22	23	24	25	26	27								
OCT	28	29	30							21	21	21	21	1	
				1	2	3	4	Oct. 17	End 1st Qtr. (42 days)						
	5	6	7	8	9	10	11								
	12	13	14	15	16	17	18								
	19	20	21	22	23	24	25								
NOV	26	27	28	29	30	31				23	23	23	23	0	
							1	Nov.10	Staff Development (Non workday for school year employees)						
	2	3	4	5	6	7	8								
	9	*10*	(11)	12	13	14	15	Nov. 11	Veterans' Day						
	16	17	18	19	20	21	22	Nov. 26 and 27	Local Holiday and Thanksgiving						
DEC	23	24	25	[26]	[27]	[28]	29	Nov. 28	Local Holiday	15	16	15	16	4	
	30														
		1	2	3	4	5	6	Dec. 19	End 2nd Qtr. (40 days)						
	7	8	9	10	11	12	13	Dec. 19	End 1st Sem. (82 days)						
	14	15	16	17	18	19	20	Dec. 24	Local Holiday						
JAN 2015	21	22	23	[24]	(25)	26	27	Dec. 25	Christmas Day						
	28	29	30	[31]				Dec. 31	Local Holiday						
					(1)	2	3	Dec. 22- Jan. 2	Winter Break	15	15	15	20	3	
	4	*5*	6	7	8	9	10	Jan. 1	New Year's Day						
	11	12	13	14	15	16	17	Jan. 5	Certificated Workday (Non workday for school year employees)						
FEB	18	(19)	20	21	22	23	24	Jan. 19	Martin Luther King Day	18	19	18	20	2	
	25	26	27	28	29	30	31								
		1	2	3	4	5	6	7	Feb. 9	Lincoln's Day Observed					
	8	(9)	10	11	12	13	14	Feb. 16	Presidents Day Observed						
	15	(16)	17	18	19	20	21								
MAR	22	23	24	25	26	27	28			18	18	18	18	2	
		1	2	3	4	5	6	7	Mar. 13	End 3rd Qtr. (46 days)					
	8	9	10	11	12	13	14	Mar. 30-April 6	Spring Break						
	15	16	17	18	19	20	21								
	22	23	24	25	26	27	28								
APR	29	30	31							20	20	20	22	0	
				1	2	3	4	Mar. 30-April 6	Spring Break						
	5	6	7	8	9	10	11								
	12	13	14	15	16	17	18								
	19	20	21	22	23	24	25								
MAY	25	27	28	29	30					18	18	18	22	0	
						1	2	May 25	Memorial Day						
	3	4	5	6	7	8	9								
	10	11	12	13	14	15	16								
	17	18	19	20	21	22	23								
JUNE	24	(25)	26	27	28	29	30								
	31									20	20	20	20	1	
		1	2	3	4	5	6	June 4	Last Day of School						
	7	8	9	10	11	12	13	June 4	End 4th Qtr. (52 days)						
	14	15	16	17	18	19	20	June 4	End of 2nd Sem. (98 days)						
GRADUATION: June 4, 2015	21	22	23	24	24	26	27								
	27	29	30							4	4	4	22	0	
										180	184	181	247	14	

GRADUATION: June 4, 2015 Laguna 10:00 a.m., El Molino 6:30 p.m.; Analy 5:30 p.m.

() = Legal Holiday [] = Local Holiday ** = Staff Development/Workday

District Office closed on Holidays specified above. School Offices closed Holidays, Summer, Winter and Spring Breaks.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: February 12, 2014

ITEM: **COMPOSITION, MEETING SCHEDULE AND
DELIVERABLES FOR COMMITTEE TO RECOMMEND
STRATEGIES TO BOOST ENROLLMENT**

Background Information:

A Special Board Meeting was held on January 15 to collect input from students, staff, parents, and community members that will help guide the District direction for boosting enrollment in the near future.

At the regular meeting on January 22, the Board directed the Superintendent to convene a committee to recommend strategies to boost enrollment. Input from this committee may be incorporated into budget planning, goals or action plans at the school and District levels, including the Local Control Accountability Plan that is being developed this spring.

Current Consideration:

At this time, the Superintendent will report to the composition of stakeholder representatives on the committee, the timeline for committee meetings and the work planned for the committee.

Recommendations:

The administration respectfully recommends the Board review and provide feedback regarding the Committee on Strategies to Improve Enrollment.

Attachments:

Yes

COMMITTEE ON STRATEGIES TO IMPROVE ENROLLMENT
Updated February 4, 2014

Wednesday, February 12 – School Board meeting: Superintendent reports to School Board the Committee composition, meeting dates and deliverables

Wednesday, February 19 – Committee meeting #1 at El Molino library: Committee reviews strategies and determine their viability, identify strategies on which the District is moving forward, establish criteria for selecting strategies to recommend to School Board

Wednesday, February 26 – via email: Committee prioritizes strategies to recommend to Superintendent for incorporating into El Molino Principal selection process

Wednesday, March 5 – School Board meeting: Superintendent reports to School Board on Committee progress to date

Wednesday, March 12 – Committee meeting #2 at El Molino library: Committee narrows focus to 5 or 6 strategies to recommend to School Board to consider in budgeting for 2014-15

Wednesday, March 26 – School Board Budget Workshop – School Board considers strategies recommended by Committee to build into District budget for 2014-15

Wednesday, April 16 – Committee meeting #3 – Committee identifies up to 3 strategies to recommend to School Board to consider building into District goals for 2014-15

Wednesday, April 23 - Board Goals Workshop – School Board considers strategies recommended by Committee to build into District goals for 2014-15

COMMITTEE COMPOSITION

WSCTA (3 El Molino, 1 Analy) – 4 reps

CSEA (El Molino) – 1 rep

El Molino ASB – 2 reps

Analy ASB – 1 rep

El Molino Action Alliance – 2 reps

El Molino Boosters – 1 rep

El Molino Site Council – 1 Parent / Community rep

Analy Site Council – 1 Parent / Community rep

El Molino Community At-Large – 1 rep

El Molino Administration – 1 rep

Analy Administration – 1 rep

School Board – 2 reps

Superintendent – 1 rep

(If available, Facilitator – non-voting)

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: February 12, 2014

ITEM: **RECEIVE ANNUAL REPORT FROM MEASURE I CITIZENS'
BOND OVERSIGHT COMMITTEE**

Background Information:

Measure I was passed by the voters on the November 2, 2010 ballot under the terms of California Constitution Article XIII, which was amended by Proposition 39 to permit school districts to issue general obligation bonds with a 55% vote. Under Proposition 39, the District is obligated to meet certain accountability requirements in managing the Measure I bond program.

One requirement of Proposition 39 is the formation of a Citizens' Bond Oversight Committee (CBOC) within 60 days of certification of the election results. The Committee must have at least 7 members, representing a specific slate of constituencies. No employee or officer of the District may serve on the Committee, nor may any vendor, contractor or consultant of the District serve on the Committee (Education Code Section 15278).

The general purpose of the Committee is to inform the public concerning the expenditure of bond revenues. The Committee is dissolved after all funds generated by bond sales approved by the voters in the related election have been spent. The specific Committee functions are to:

1. Actively review and report on the proper expenditure of taxpayers' money for school construction.
2. Advise the public as to whether the District is in compliance with the Section 1(b)(3) of Article XIII A of the California Constitution.
3. Provide oversight for both of the following:
 - (a) Ensuring that bond revenues are expended only for the purposes described in Article XIII A, Section 1(b)(3), and
 - (b) Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
4. Issue regular reports on the results of activities, at least once a year.

Starting in January 2011, when vacancies on the CBOC have occurred over time, the District has widely publicized the structure and function of the CBOC and solicited applications from residents of the District interested in serving on the Committee.

As of January 2014, the CBOC members were:

David Stecher, Chair - Member at Large (Term 1, 2015)
Jeanne Fernandes, Vice Chair – Senior Citizens’ Organization (Term 2, 2015)
Frank Anderson - Taxpayers’ Organization (Term 2, 2015)
Jonathan Kadlec – Parent or Guardian of Child Enrolled in the District (Term 1, 2015)
Bleys Rose – Business Community (Term 2, 2014)
Jim Walton – Member at Large (Term 2, 2014)
Matthew Klunis – Parent or Guardian of Child Enrolled in District who is active in a
Parent-Teacher Organization (Term 1, 2014)

Effective February 2014, the CBOC members appointed by the Board were:

David Stecher, Chair - Member at Large (Term 1, 2015)
Jeanne Fernandes, Vice Chair – Senior Citizens’ Organization (Term 2, 2015)
Frank Anderson - Taxpayers’ Organization (Term 2, 2015)
Jonathan Kadlec – Parent or Guardian of Child Enrolled in the District (Term 1, 2015)
Jim Walton – Business Community (Term 1, 2016)
Michelle Zeen-La Rose – Member at Large (Term 1, 2016)
Matthew Klunis – Parent or Guardian of Child Enrolled in District who is active
in a Parent-Teacher Organization (Term 2, 2016)

The CBOC held met on Tuesday, February 4, 2014 at 7:00 pm at the District Office. The Committee reviewed the annual independent financial audit and the annual independent performance audit for the fiscal year July 1, 2012 through June 30, 2013. The Committee voted to approve the following Annual Report (6 “yes” votes, Member Stecher absent):

“During the 2012-13 fiscal year, the District properly expended revenues generated from Measure I bond sales for school construction projects appropriate to the language of Measure I approved by the voters in November 2010, and used no Measure I funds for any teacher or administrative salaries or other school operating expenses.”

In the same motion and vote, the Committee also approved the following Annual Statement of Compliance:

“The District is in compliance with Section 1(b)(3) of Article XIII A of the California Constitution for the fiscal year from July 1, 2012 through June 30, 2013.”

The Committee meets quarterly to review Measure I expenditures and information. The Committee will next meet on Tuesday, June 3, 2014 at 7:00 pm at the District Office. CBOC information and documents are posted on the District webpage. Meetings are open to the public.

Current Consideration:

David Stecher, Chair of the Measure I Citizens’ Bond Oversight Committee, will report to the Board on the activities of the Committee. The Board will take action to receive the Measure I Citizens’ Bond Oversight Committee Annual Report and Annual Statement of Compliance.

Recommendation:

Administration recommends the Board take action to receive the Committee’s Annual Report and Annual Statement of Compliance.

Attachments:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President
FROM: Keller McDonald, Superintendent
DATE: February 12, 2014
ITEM: **PLAN TO SECURE TECHNOLOGY TO IMPLEMENT COMMON CORE STATE STANDARDS AND SMARTER BALANCED ASSESSMENTS FOR 2013-14 AND 2014-15**

Background Information:

The state has provided our District with \$435,000 in one-time funds to support implementation of the Common Core State Standards (CCSS) and Smarter Balanced assessments (SBAC). In October 2013, the Board approved a plan, developed with input from teachers, support staff and administrators, to utilize these CCSS / SBAC support funds in 2013-14 and 2014-15, as required by the state.

- \$80,000 for professional development for certificated and classified employees involved in the direct instruction of pupils using Common Core State Standards
- \$80,000 for instructional materials aligned to the Common Core State Standards
- \$275,000 for technology equipment and infrastructure to provide technology-based instruction and implement computer-based assessments aligned with CCSS

Current Consideration:

Requests from technology specialists and principals, with input from teachers and staff, have been compiled into a District technology plan to support CCSS and SBAC in 2013-14 and 2014-15. This plan has three main options that would utilize most or all of the \$275,000 CCSS support funds the Board allocated in October 2013 for technology (see above). The District is researching the benefits of installing Virtual Desktop Infrastructure (VDI) central servers to replace stand-alone computer processing units and stand-alone software licenses. The CCSS support plan approved by the Board in October 2013 would need to be revised or other arrangements made to cover the cost if the District were to implement VDI or if the District purchases more than 4 mobile labs. At this time, the Board will consider the attached CCSS / SBAC technology support plan.

Recommendations:

The administration respectfully recommends the Board review and comment on the attached technology plan to support CCSS and SBAC for 2013-14 and 2014-15. The administration intends to authorize up to \$275,000 for technology expenditures, consistent with the CCSS support plan the Board approved in October 2013.

Attachments:

Yes

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
TECHNOLOGY PLAN TO SUPPORT IMPLEMENTING
COMMON CORE STATE STANDARDS AND
SMARTER BALANCED ASSESSMENTS FOR 2013-14 AND 2014-15

February 12, 2014

District-Wide Project*

Technology Item	Number	Estimated Cost	CCSS and/or SBAC	Timeframe
Increase Internet bandwidth to all schools through SCOE Internet consortium	All schools	\$14,400 (\$7,200 annually on-going)	CCSS, SBAC	By Jan., 2015
Virtual Desktop Infrastructure (VDI); district-wide central server to replace stand-alone desktop and laptop processing units and stand-alone software licenses	3 servers, 100 client work stations in current labs (64 Analy, 36 El Molino)	\$132,000	CCSS, SBAC	By June, 2015
OR	OR	OR		
Replace lab computers at Analy and El Molino and lab server at El Molino	2 labs (64 computers) at Analy, 1 lab (36 computers) and 1 server at El Molino	\$51,200		
OR	OR	OR		
Replace lab computers with mobile labs with covers and carts	3 – 5 mobile labs to replace desktop labs	\$22,000 - \$27,000 per lab		

***Note:** In addition, 13 PC computers in Analy High offices and 9 PC computers in El Molino offices will be replaced before July 2015 from general budget, not with CCSS Support Funds

El Molino High School

Technology Item	Number	Estimated Cost	CCSS and/or SBAC	Timeframe
WiFi classroom connections (Ubiquity)	30	\$9,000	CCSS, SBAC	ASAP
Headphones	100	\$900	SBAC	ASAP
Keyboards / covers for existing iPads	12	\$1,200	SBAC	ASAP
Mobile computer lab with covers and cart (Chromebook or iPad2)	1 (30+ stations)	\$22,000	CCSS, SBAC	By Aug., 2014
Document readers	20	\$8,000	CCSS,	ASAP
Computer projectors with speakers	20	\$11,000	CCSS	ASAP
Computer projector and speaker installation	20	\$14,000	CCSS	By Aug., 2014
Apple TV (connects iPads to projectors)	5	\$550	CCSS	By Aug., 2014
iMacs for Room F6 media classroom (move 5 desktops to library)	5	\$7,500	CCSS, SBAC	By Aug., 2014

Analy High School

Technology Item	Number	Estimated Cost	CCSS and/or SBAC	Timeframe
WiFi classroom connections (Ubiquity)	50	\$15,000	CCSS, SBAC	ASAP
Headphones	100	\$900	SBAC	ASAP
Keyboard / replacement parts for computers	2	\$300	CCSS	ASAP
Monitors for donated PC computers	37	\$3,800	CCSS, SBAC	ASAP
Document readers	12	\$4,800	CCSS	ASAP
Computer projectors with speakers	10	\$5,500	CCSS	By Aug., 2014
Computer projector and speaker installation	10	\$7,000	CCSS	By Aug., 2014
Mobile computer lab with covers and cart (platform TBA)	1 (30+ stations)	\$22,000	CCSS, SBAC	By Aug., 2014
iPads	2	\$200 (balance from Rotary grant)	CCSS	ASAP

Laguna High School / CDS

Technology Item	Number	Estimated Cost	CCSS and/or SBAC	Timeframe
Desktop computers (replacements) *	18	\$14,400	CCSS, SBAC	ASAP
Headphones	20	\$200	SBAC	ASAP
Computer projector, with speakers	1	\$550	CCSS	ASAP
Computer projector and speaker installation	1	\$700	CCSS	By Aug., 2014
Document reader	1	\$400	CCSS	ASAP

*Replacement computers needed to accomplish SBAC testing, Spring 2015 (could reduce cost using client stations if District implements VDI by Spring 2015)

TOTALS

Cost of plan without VDI (replace desktop labs) = \$271,900
Cost without VDI (mobile labs instead of desktop labs) = \$232,900 - \$282,900
Estimated cost of plan with VDI = \$289,900
District CCSS Support Funds Allocation for Technology = \$275,000

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: February 12, 2014

ITEM: **CONSIDERATION OF APPROVAL OF CONTRACT WITH QUATTROCCHI KWOK ARCHITECTS FOR EL MOLINO OUTDOOR PATHWAY LIGHTING PROJECT**

BACKGROUND INFORMATION:

In 2011, the District selected Quattrocci Kwok Architects (QKA) to provide professional architectural services, including facility master planning, design, contract consulting, and project management. In February 2012 the District entered into an agreement with QKA and revised the agreement in December 2012. In September 2013 the Board approved an update to the Measure I project time-line and project listing. The Analy High Band Room, El Molino High School Performing Arts Facility and the Analy and El Molino Field Projects were included in that time-line and project listing. Lighting to the El Molino High School fields from the student parking lot was also added to the project listing.

CURRENT CONSIDERATION:

The El Molino Outdoor Pathway Lighting project will provide general lighting of the path of travel from the student parking lot to the fields and the services proposed by QKA include electrical engineering and management of the project from design through completion of construction. The fee for this proposal is \$9,000.

RECOMMENDATION:

District administration recommends the Board approve contract with Quattrocci Kwok Architects for the El Molino Outdoor Pathway Lighting Project.

ATTACHMENTS:

Yes



QUATTROCCHI KWOK
ARCHITECTS

January 22, 2014

Keller McDonald, Superintendent
West Sonoma County Union High School District
462 Johnson Street
Sebastopol, CA 95472

RE: Proposal for El Molino High School Pedestrian Lighting

Dear Keller,

Thank you for giving us the opportunity to prepare this proposal for design services relating to the pedestrian lighting needed on the access road leading from the south parking lot to the stadium at El Molino High School. We are pleased to be able to help with this important safety improvement at the campus.

The scope of the project, as we understand it, is to provide general illumination of the access road to increase visibility for fans leaving football games. It will also increase the general security lighting at that end of the campus. This will be accomplished by relatively low pole mounted light fixtures. Because the fixtures will be under 25' in height the project will be exempted from review by DSA. Therefore the installation of the fixtures this summer should not be a problem.

Our services will include two components, electrical engineering and the management of the project from design through the completion of construction. O'Mahony and Myer will be providing electrical engineering for the project and QKA will provide management. We have made the assumption that the existing electrical capacity of the school is adequate and that there is sufficient capacity in the existing distribution system. We are not anticipating that new service or distribution equipment will be required. All other design and engineering services are not needed for this project and therefore not included in this proposal.

636 Fifth St.
Santa Rosa, CA
95404
P: 707.576.0829
F: 707.576.0295
A California Corporation

www.qka.com

Basic services compensation for the above scope of work shall be a stipulated sum of nine thousand dollars (\$9,000.00). Reimbursable expenses shall be in addition to basic services and will be billed at 1.1 times our direct expense.

Again thank you for allowing QKA to continue working with the District. If you find this proposal acceptable please sign below and return one copy to me. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven Kwok', written over a horizontal line.

Steven Kwok, AIA

cc: Neil Bohn, Counterpoint Construction Services

Accepted:

Keller McDonald, Superintendent
West Sonoma County Union High School District

Date

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: February 12, 2014

ITEM: **CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE
2013-14**

BACKGROUND INFORMATION:

The Business Services Department provides monthly informational updates to the 2013-14 Budget designed to provide the School Board and community with a summary of recent adjustments made to the district's current budget.

CURRENT CONSIDERATION:

The attached reports detail budget adjustments made from January 1, 2014 through January 31, 2014 for the General Fund (Fund 01) and the Special Education Consortium Fund (Fund 06). Line 2 and 10 below is a summary of the budget adjustments. The Business Services Department will continue to provide monthly updates throughout the school year.

1	Beginning Balance from last month (General Fund 01)	3,184,813
2	Total Adjustments January 1 – January 31 (see attached summary)	<u>-220,391</u>
3	Adjusted General Fund Ending Balance (Becomes Beg. Bal. Next Month)	2,964,422
4	Reserves for Revolving Cash	7,450
5	Reserves for Economic Uncertainty	646,347
6	<i>Assigned for Common Core for technology and unspent carryover to 2014-15</i>	276,700
7	<i>Assigned for School Site unspent carryover</i>	<u>150,000</u>
8	General Fund Unappropriated Ending Fund Balance	1,883,925
9	Special Ed Consortium Beginning Balance from last month (Fund 06)	328,023
10	Total Adjustments January 1 – January 31 (see attached summary)	<u>-29,856</u>
11	Adjusted Ending Balance Special Ed Consortium (Becomes Beg. Bal. Next Month)	297,167

Other budget items of note for the month of January include a partial restoration of site discretionary allocations to each school site. Since 2007/08 site allocations for books, supplies, department needs, custodial and operation supplies have been reduced 30%. In January, site allocations were restored by 10% with the goal of bringing sites back to the 2007/08 funding in 2014-15 (restoring the remaining 20% reduction).

RECOMMENDATION:

The budget update is provided for review. The administration respectfully asks the School Board to approve the adjustments made to the budget from January 1, 2014 through January 31, 2014.

ATTACHMENTS:

Yes

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790, Undesignated/unappropriated						
			Balance Forward	105,988.03	434,011.30	328,023.27-
01/17/2014		BT14-00159	Update Interprogram Charges	7,433.00	7,433.00	0.00
01/17/2014		BR14-00210	Update Indirect Charges	2,550.00		2,550.00
01/17/2014		BR14-00211	Update MOU Set Aside		665.00	665.00-
01/21/2014		BR14-00214	Budget Alcorn Rotary Grant	293.00		293.00
01/23/2014		BR14-00227	Update for 2nd Interim	57,164.00	21,936.76	35,227.24
01/28/2014		BR14-00228	Update for 2nd Int		2,042.00	2,042.00-
01/28/2014		BR14-00229	Update for 2nd Int		5,431.00	5,431.00-
01/28/2014		BR14-00230	Update for 2nd Int		5,616.00	5,616.00-
01/28/2014		BR14-00231	Update for 2nd Int	44.00		44.00
01/28/2014		BR14-00232	Update for 2nd Int		294.00	294.00-
01/30/2014		BR14-00242	2nd Int Budget Update	7,022.00		7,022.00
01/30/2014		BT14-00182	Balance 3310 / 6501	11,984.00	11,984.00	0.00
01/31/2014		BR14-00243	2nd Int Update		1,247.00	1,247.00-
01/31/2014		BR14-00258	Correct Interprogram Charges / Date	15.00		15.00
Total Fund 06, Object 9790.				192,493.03	490,660.06	298,167.03-
Total Org 071				3,284,141.25	6,546,730.09	3,262,588.84-

decreases increases

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: February 12, 2014

ITEM: **CONSIDERATION OF APPROVAL TO CLOSE AND RE-OPEN
DISTRICT LOCAL BANK ACCOUNTS TO UPDATE FEDERAL
TAX IDENTIFICATION NUMBER**

BACKGROUND INFORMATION:

The West Sonoma County Union High School District has three bank accounts with Bank of America in Sebastopol, California. The accounts are the Food Service Clearing Account, the District Clearing Account, and the District Revolving Cash Account. Each bank account currently uses Sonoma County Office of Education's (SCOE) Tax Identification number with their permission. Each individual school district did not have individual tax identification numbers. With the changes required due to the introduction of the Federal Affordable Care Act (ACA), every individual school district was required to obtain their own tax identification number for payroll and data collections required under the ACA. West Sonoma County Union High School District has now been assigned its own number and is in the process of changing all paperwork for banking institutions and any other organization that requires the District to provide a tax identification number.

CURRENT CONSIDERATION:

District administration requested the change of tax identification numbers with Bank of America. This requires the closing of the account and the re-opening with the new tax identification number. District administration requests approval to re-open the Food Service Clearing Account, the District Clearing Account, and the District Revolving Cash Account at a local Sebastopol bank that offers all services with no related banking fees. When the local bank is chosen the four authorized signers will be Keller McDonald, Karen Lamb, Mia Del Prete, and Shelley Stiles.

RECOMMENDATION:

District administration is requesting approval to close the accounts using the SCOE tax identification number and re-open accounts using the District's newly assigned tax identification number at a local Sebastopol bank.

ATTACHMENTS:

No