

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Shelley Stiles, Business Manager

DATE: December 10, 2014

ITEM: **CONSIDERATION OF APPROVAL OF THE 2013-14 ANNUAL
AUDIT REPORT**

BACKGROUND INFORMATION:

Education Code 41020 requires a school district to have an audit performed annually and submitted to the State Controller by December 15. Education Code 41020.3 requires the district Governing Board to review and accept the audit by January 31 of the following year.

CURRENT CONSIDERATION:

Xuipin Guillaume, partner with the auditing firm of Vavrinek, Trine Day & Co., LLP, and her staff worked with the District staff to gather the required information to perform the financial audit. It is the opinion of the auditors that the financial statements presented for review present fairly, in all material aspects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the West Sonoma County Union High School District, as of June 30, 2014, and the respective changes in financial position, and where applicable, cash flows thereof for the year ended in conformity with accounting principles generally accepted in the United States of America. For the year ending June 30, 2014 the auditors issued an unqualified report with no findings.

RECOMMENDATION:

The administration respectfully asks the School Board to, after its review, approve the audit report of the District's financial statements for the 2013-14 fiscal year.

ATTACHMENTS:

Full audit report provided to the School Board under separate cover and made available to the public at the District Office.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Shelley Stiles, Business Manager

DATE: December 10, 2014

ITEM: **CONSIDERATION OF APPROVAL OF 2013-14 PARCEL TAX
AUDIT REPORT**

BACKGROUND INFORMATION:

As a performance requirement for the approved 2005 “Excellence in Education Tax, Measure K” (Parcel Tax) the District is required annually to have an audit of expenditures. The audit is conducted under the applicable provisions of Section 4 of Article XIII A of the California Constitution and California Government Codes 50075.3 and 50079 as they apply to the parcel tax. The audit is conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

CURRENT CONSIDERATION:

In meeting the audit requirement of the Excellence in Education Tax, Measure K (Parcel Tax), Xui-pin Guillaume, partner of the audit firm Vavrinek, Trine, Day & Co., LLP and her staff, have conducted an audit of the District’s parcel tax expenditures for the 2013-14 school year and confirm that the District complied with the requirements of the parcel tax.

RECOMMENDATION:

District administration respectfully asks that the School Board acknowledge receipt and review of the parcel tax audit report for the 2013-14 school year.

ATTACHMENTS:

Full audit report provided to the School Board under separate cover and made available at the District Office.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Shelley Stiles, Business Manager

DATE: December 10, 2014

ITEM: **CONSIDERATION OF APPROVAL OF THE 2013-14 MEASURE I
BOND FUND AUDIT REPORT**

BACKGROUND INFORMATION:

Measure I was passed by the voters November 2010. As per General Obligation Bond requirements, districts that have passed a school bond must have a performance audit completed annually for the length of the school bond.

CURRENT CONSIDERATION:

Xuipin Guillaume, partner with the auditing firm of Vavrinek, Trine Day & Co., LLP, and her staff worked with the District staff to gather the required information to provide the performance audit for Measure I funds. The performance audit will also be presented to Citizens Bond Oversight Committee at their next regularly scheduled meeting, and will be posted on the Citizens Bond Oversight section of the District web page. For the year ending June 30, 2014 the auditors issued an unqualified report with no reported findings for the Measure I performance audit.

RECOMMENDATION:

The administration respectfully asks the School Board to, after its review; approve the audit report of the District's Measure I bond funds for the 2013-14 fiscal year.

ATTACHMENTS:

Full audit report provided to the School Board under separate cover and made available to the public at the District Office.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Keller McDonald, Superintendent

DATE: December 10, 2014

**ITEM: CONSIDERATION OF NOMINATION OF SCHOOL DISTRICT
TRUSTEE FROM CSBA SUBREGION 3-A (SONOMA COUNTY) FOR
CSBA DELEGATE ASSEMBLY**

BACKGROUND INFORMATION

The California School Boards Association (CSBA) is an important voice in California's public education system. CSBA's Delegate Assembly is a key link in the association's governance structure. Working with local districts, county offices, and the CSBA Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education.

CSBA is accepting nominations and candidate biographical sketch forms for CSBA's Delegate Assembly until Wednesday, January 7, 2015. Any CSBA member school board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses by using the nomination form or submitting a letter of nomination. Board members elected to the Delegate Assembly will serve two-year terms beginning April 1, 2015 and ending March 31, 2017. There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding CSBA's Annual Education Conference and Trade Show in December.

In addition to the nomination from a CSBA member school board, nominees must complete and submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted. All materials must be postmarked or received by CSBA via fax no later than Wednesday, January 7, 2015. Pertinent forms can be downloaded on the CSBA website.

CURRENT CONSIDERATION

The Board will consider nominating a Trustee who is currently serving on a CSBA member school district in Sonoma County (see attached list of districts) as a candidate for the CSBA Delegate Assembly.

RECOMMENDATION

The administration recommends the Board consider nominating a Trustee from Sonoma County as a candidate for the CSBA Delegate Assembly.

ATTACHMENTS

Yes

RECEIVED
11/2/14



October 22, 2014

DEADLINE: Wednesday, January 7, 2015
BOARD ACTION REQUIRED
Please deliver to all governing board members.

MEMORANDUM

TO: All Board Presidents, Superintendents and CSBA Member Boards of Education
FROM: Josephine Lucey, President
RE: Call for Nominations for CSBA Delegate Assembly

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance structure and sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors, and Executive Committee, delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year, one on May 16-17, 2015 in Sacramento and one on December 2-3, 2015 preceding the CSBA Annual Education Conference and Trade show in San Diego.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Wednesday, January 7, 2015**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S. or faxed no later than **Wednesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Monday, February 2, 2015 and are due Monday, March 16, 2015. Elected Delegates serve a two-year term beginning April 1, 2015 through March 31, 2017.

The following nomination materials and information related to the election process are available to download at www.csba.org/About/Leadership. For more information about the Delegate Assembly, please contact Charlyn Tuter in the Leadership Services department at ctuter@csba.org or (800) 266-3382. Thank you.

- Nomination Form
- Candidate Biographical Sketch Form
- Important Dates
- List of all Delegates with expiration terms
- FAQ

ACSA Region 2 Director



Cindi Clinton
Novato USD
(415) 897-4201

Delegates

Ron Abler (Forestville Union ESD/Subregion A)
(707) 887-9767

Ed Gilardi (Cotati-Rohnert Park USD/Subregion A)
(707) 792-4722

Jennifer Kresge (Napa COE/Subregion B)
(707) 253-6810

Indira Lopez (Calistoga Joint USD/Subregion B)
(707) 942-4703

David McCallum (Vacaville USD/Subregion C)
(707) 453-6101

Raymond Mommsen (Vallejo City USD/Subregion C)
(707) 556-8921

Patricia Shamansky (Fairfield-Suisun USD/Subregion C)
(707) 399-5008

Linda Jackson (San Rafael City Schools/Subregion D)
(415) 492-3233

CSBA Region 2 Counties

Sonoma (Subregion A)
Napa (Subregion B)
Solano (Subregion C)
Marin (Subregion D)

Districts/COEs

Sonoma (Subregion A)
Alexander Valley Union ESD
Bellevue Union ESD
Bennett Valley Union SD
Cinnabar ESD
Cloverdale USD
Cotati-Rohnert Park USD
Dunham ESD
Forestville Union ESD
Fort Ross ESD
Geyserville USD
Gravenstein Union ESD
Guerneville ESD
Harmony Union ESD
Healdsburg USD
Horicon ESD
Kashia ESD
Kenwood SD
Liberty ESD
Mark West Union SD
Monte Rio Union ESD
Montgomery ESD
Oak Grove Union SD
Old Adobe Union ESD
Petaluma City ESD & Joint Union HSD
Piner-Olivet Union ESD
Rincon Valley Union ESD
Roseland SD
Santa Rosa City Schools
Sebastopol Union ESD
Sonoma COE
Sonoma Valley USD
Twin Hills Union ESD
Two Rock Union SD
Waugh ESD
West Side Union ESD
West Sonoma County Union HSD
Wilmar Union ESD
Windsor USD
Wright ESD

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Keller McDonald, Superintendent

DATE: December 10, 2014

ITEM: **FIRST READING OF REVIEW OF BOARD POLICY 5117 AND
RECOMMENDED REVISIONS TO ADMINISTRATIVE REGULATION
5117 INTERDISTRICT TRANSFER AGREEMENTS TO INCORPORATE
EMPLOYMENT-RELATED TRANSFERS**

BACKGROUND INFORMATION:

At the regular meetings in October and November, the Board discussed the District's practice of granting employment-related transfers to parents or guardians employed in West County. Education Code 48204 allows a school district to grant employment-related transfers under specific conditions.

WSCUHSD has granted employment-related transfers for many years. However, employment is not specified in District regulations as a means of establishing residency. The employment-related transfer form used by WSCUHSD, which was developed by the Sonoma County Office of Education, does not ask parents/guardians to disclose whether the student qualifies for special services that could cause the District increased costs. Nor does the form ask parents/guardians to disclose whether disciplinary action is in place or pending for the student in the district of residence.

Twenty-six (26) students are enrolled in the District on employment-related transfers for the 2014-2015 school year. Two children of a WSCUHSD employee received employment-related transfers for 2014-2015. The parent no longer works in the District, so technically these students no longer qualify for an employment-related transfer but would likely qualify for an interdistrict transfer.

At the November meeting, the Board directed administration to discontinue the practice of approving new employment-related transfers but continue to honor previous-approved transfers that continue to qualify on the basis of parent/guardian employment. The Board determined that all new interdistrict transfer requests will use the same application and process. Administration was also directed to bring any recommended revisions in policies and regulations back to the Board.

CURRENT CONSIDERATION:

The Board will have a first reading of a review of current Board Policy 5117 and recommended revisions to Administrative Regulation 5117 regarding Interdistrict Transfer Agreements. This is

not an action item at this time. At the Board's direction, this matter will be placed on a future agenda for consideration of action.

RECOMMENDATIONS:

Administration recommends the Board review current Board Policy 5117 and update the review date with no other changes. Administration recommends the Board have a first reading of recommended revisions to Administrative Regulation 5117 Interdistrict Transfer Agreements. The only recommended change to AR 5117 is to add employment of the parent/guardian in the District to the criteria for approval, as shown bold italic on the second page of the regulation. .

ATTACHMENTS:

Board Policy 5117

Administrative Regulation 5117

Students

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one district may choose to attend a school in another district and that such choices are made for a variety of reasons.

(cf. 5116.1 - Intradistrict Open Enrollment)

The Governing Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that the District has entered into an Interdistrict Attendance Agreement with the other school district, which specifies the terms and conditions agreed to by both districts for the granting, denial or revocation of the permit. The interdistrict attendance agreement shall not exceed a term of one academic year and students shall be required to reapply annually.

The Superintendent or designee may deny applications for interdistrict transfers because of overcrowding within district schools or limited district resources.

Legal Reference:

EDUCATION CODE

- 46600-46611 Interdistrict attendance agreements
- 48204 Residency requirements for school attendance
- 48300-48315 Student attendance alternatives
- 48915 Expulsion; particular circumstances
- 48915.1 Expelled individuals: enrollment in another district
- 48918 Rules governing expulsion procedures
- 48980 Notice at beginning of term
- 52317 ROP, enrollment of students, interdistrict attendance

GOVERNMENT CODE

- 6250-6270 Public Records Act

ATTORNEY GENERAL OPINIONS

- 87 Ops.Cal.Atty.Gen. 132 (2004)
- 84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

- Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

- California Department of Education: <http://www.cde.ca.gov>
- CSBA: <http://www.csba.org>
- (10/93 2/95) 7/04

Adopted: August 24, 1993
Revised: 1/12/95; 2/21/95;
11/12/98; 11/8/01; 1/18/06; 4/11/12

Reviewed:

WEST SONOMA COUNTY UHSD
Sebastopol, California

Students

INTERDISTRICT ATTENDANCE AGREEMENTS

Compulsory Education In District Of Residence Exemption

All children governed by the compulsory education statutes of the state of California must attend school in the district in which they reside except for those legally exempted by the Education Code. Interdistrict attendance agreements are one source of legal exemption and may be requested by parents/guardians in order to permit their children to attend a school outside of their district of residence.

Interdistrict Attendance Agreements/Approval Process

1. The District shall communicate to the public and follow a District-adopted process and timeline for accepting and responding to interdistrict transfer applications.
2. All interdistrict attendance agreements must be approved first by the district of residence and are not valid until subsequently approved by the district of desired attendance.
3. No action will be taken on an incoming interdistrict attendance agreement by the district representative unless such request has been approved and signed by a representative of the district of residence and both districts have been provided with all information pertinent to the transfer.
4. Subject to applicable State and Federal laws, all interdistrict attendance agreements, which are approved, shall be for a maximum of one academic year (or the remainder of one academic year if the application is made and approved after the beginning of the school year).
5. Approvals of incoming interdistrict attendance agreements are valid only for the school specified and are not valid for attendance at another district school.
6. All interdistrict transfers for the following year, complete with approval of the district of residence, must be submitted to the district by the last day of the preceding school year according to the District-adopted timeline, for accepting and responding to interdistrict transfer applications, attached hereto as Exhibit 1 and Exhibit 2. The Superintendent or designee shall notify the parents/guardians within 30 calendar days of the date applications are due, in accordance with the District's interdistrict transfer application timeline, as to whether the request is approved or denied and if denied, the process for appeal to the County Board of Education as specified in Education Code 46601.
7. If a parent or legal guardian makes an interdistrict transfer request not later than 30 calendar days prior to the start of the school year, and the District fails or refuses to approve the transfer request, the Superintendent or designee must inform the parent or legal guardian within 14 calendar days after the start of the new school year of their right to an appeal to the County Board of Education as specified in Education Code 46601.

Administrative Regulation 5117(b)

Criteria For Approval

The Superintendent or designee may approve interdistrict attendance agreements for the following reasons:

1. To provide a student who has been the victim of bullying as defined in Education Code Section 48900(r) with an alternative educational environment.

Parents/guardians may request an interdistrict transfer based on the student being a victim of bullying. Any such requests will be treated by staff as confidential. In making the request, parent/guardian should provide any of the following:

- a) The name of an administrator or teacher in the district of residence who has information concerning the student;
- b) A letter from the district of residence site administrator regarding the student's having been a victim of bullying;
- c) Other documentation or affidavit from parent.

Any interdistrict request of this type will receive priority both in how quickly the request is acted upon and in weighing it among other transfer requests. This request may be made at any point during the school year.

2. Consideration of child care needs. Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.
3. *When the parent/guardian is employed in district boundaries at least ten (10) hours per week during the school year.*
4. Mental or physical health and/or safety or other needs of the student as verified by a physician, psychologist, school counselor, Child Protective Services, the Student Attendance Review Board, the juvenile justice/probation department or other official child care custodian or authority.
5. When a student has a sibling(s) attending school in the receiving district, to avoid splitting the family's attendance.
6. Completion of a final term/year when the family has moved to another district after the year has begun.
7. Continuity of the student's educational program (for students previously enrolled in our district).
8. When the parent/guardian provides written evidence that the family will be moving to the district in the immediate future and would like the student to start the year in the district.
9. When there is a valid interest in a particular educational program not offered in the district of residence.
10. To provide a change in school environment for reasons of personal and social adjustments.
11. Educational benefit to the student that does not cause a negative effect on other district students.

Interdistrict attendance agreements or applications shall not be required for students enrolling in a regional occupational center or program (Educational Code 52317).

Administrative Regulation 5117(c)

Criteria For Denial/Revocation

The Superintendent or designee may deny initial requests for interdistrict attendance agreements if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary, i.e. lack of appropriate program, financial hardship. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

The Superintendent or designee may revoke an interdistrict attendance agreement for the following reasons:

1. Negative impact on other students and/or the educational program, e.g., discipline problems, failing to maintain a 2.0 GPA, behavior issues, or, truancy problems.
2. Misinformation or omission of pertinent educational or discipline data, and/or falsification of residency or other pertinent information on the interdistrict attendance agreement form or other pertinent documents.

Transportation

Transportation shall not be provided for students attending the district on an interdistrict attendance agreement.

Appeal of Denial of Transfer

According to the District-adopted timeline for the District to reply to transfer requests attached hereto as Exhibit 1 and Exhibit 2, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

Provisional Attendance During Appeal To The Sonoma County Board Of Education

Pursuant to Education Code 46603, the Board at their sole discretion may approve provisional attendance for a student with an interdistrict attendance agreement approved by his/her district of residence while he/she is awaiting a decision on an appeal to the Sonoma County Board of Education for a period not to exceed two school months.

Admission After Successful Appeal

If the District Governing Board or the Sonoma County Board of Education determines that the student should be permitted to attend the requested district, the student shall be admitted to the district without delay. Determination of which school the student will be assigned to attend shall be made by the Superintendent or designee based on the educational needs of the student and the impact of the student's enrollment on the school.

Continuing Attendance

Parents/guardians of students attending the District on an interdistrict attendance agreement must submit a reapplication request for the subsequent year (which has been approved by the district of residence) no later than the last day of the preceding school year according to the District-adopted timeline.

Administrative Regulation 5117(d)

Maintenance Of Interdistrict Transfer Agreement

Once the interdistrict transfer agreement is approved, the following guidelines must be followed to maintain attendance as requested:

1. The student must reapply once every year, in accordance with the District-adopted timeline.
2. The student is expected to maintain satisfactory attendance, behavior, and achievement (2.0 GPA).
3. Any suspendable offense, student behavior referral, class cutting, academic deficiency, or truancy notice may cause the interdistrict transfer to be revoked **immediately**.
4. Students may be subject to transfer to another class/school on a space available basis.
5. Student and parent/guardian must sign the "Interdistrict Contract" form and return the signed form to the district office before the student starts attending school in the district.

Approved: November 12, 1998
Revised: 11/8/01; 1/18/06, 2/25/09; 4/11/12;
9/12/12, 12/11/13

WEST SONOMA COUNTY UHSD
Sebastopol, California