

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Board President

FROM: Steven Kellner, Superintendent

DATE: December 9, 2015

ITEM: **DISCUSSION OF CREATION OF WEST COUNTY CHARTER  
MIDDLE SCHOOL FOR GRADES 7-8 IN COOPERATION  
WITH FORESTVILLE UNION ELEMENTARY SCHOOL  
DISTRICT**

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**BACKGROUND INFORMATION:**

While there has been a long standing discussion focused on expanding opportunities for middle school students in the lower Russian River area, work took place in the 2011-12 school year to formally assess the viability of creating a three district partnership with Guerneville School District and Forestville Union Elementary School District to accomplish this goal.

In 2014-15, the renewed focus of the study centered on determining if sufficient funding could be available under LCFF. This program would be operated as a district sponsored charter school by WSCUHSD and would be located on the FUSD campus.

At the end of 2014-15 school year, the districts determined that our next step was to assess the impact of this shift on the elementary districts ability to have sufficient funding to operate the current grade K-6 educational program without the revenue from grade 7-8 students.

At their October 12th Board meeting the Guerneville School Board did not approve continuing their participation in the creation of a charter middle school. At the October 21<sup>st</sup> WSCUHSD Board meeting, Consultant Dr. Catherine Dickson Schwartzbach presented the most updated information related to the feasibility of creating a West County Middle School in partnership with Forestville Union Elementary School District

**CURRENT CONSIDERATION:**

On Tuesday November 17th, The West Sonoma County Union High School District Board of Trustees held a joint Board meeting with the Forestville Union Elementary School Board to solicit public input on the creation of a grades 7-8 charter middle school.

Considering this public input and the discussion from the Ad Hoc committee with representation from both Boards, it is necessary to discuss the information available and determine a course of action moving forward in this process.

**RECOMMENDATION:**

This is a discussion item, no action is required at this time. The administration will continue to explore the necessary steps to continue the district's meaningful participation in the development of the charter school for grades 7-8 and will take direction from the Board as to the additional information needed to make a final decision on this project.

**ATTACHMENTS:**

Yes

Grade 7-8 Budget Template for West Sonoma County UHSD

LCFF Revenue Estimates for new Charter Middle school

7th-8th  
Enrollment

Guerneville USD	-	-	-
Forestville USD	-	76	Estimate 95% enrollment/ADA
<b>TOTAL</b>		<b>76</b>	<b>72.20 ADA estimate</b>

LCFF Gr 7-8 Funding Band for 2016-17  
7,871 per study page 27, \$8,001 for 2017-18  
1,145,488.00 per study for both Fv and Gv (145.53 ADA)

**REVENUE SIDE**

Funding Source	LCFF GR7-8 bands 2016-17	LCFF GR7-8 bands 2017-18	Notes/Description
LCFF	568,286	509,264	72.2 ADA 2016-17, 63.65 ADA 2017-18 based on 2015-16 Enrollment
Special Education			
Title I			
Title II			
Title III & EIA			
other federal			
ASES			
lottery	11,696	10,311	\$162 per student
Other State			
Other Local			
<b>TOTAL</b>	<b>579,983</b>	<b>519,575</b>	

**EXPENDITURE SIDE**

Site Administration	105,202	108,672	1.0 Principal/Counselor, NO Support staff Step 3 moving to step 4
Admin benefits	37,035	40,608	includes STRS increases and Health package
District office			
Maintenance			
Operations / Utilities			
Special Education	63,855	66,219	1.0 RSP teacher 63,855 step 9 Col 5
ASES			
Special Educ Contribution			
Classroom teachers	293,733	304,607	4.0 FTE each teach 4 core plus 1 elect, and .6 FTE PE, (\$63,855 step 9 col 5 x 4.6)
Teacher Benefit Costs	143,891	152,886	includes STRS increases and Health package
Instruction support			
Transportation			
Food Services			
OPEB expenses			2% of total exp.
Subs	4,000	4,000	
<b>TOTAL</b>	<b>647,716</b>	<b>676,992</b>	

<b>Surplus (Deficit)</b>	<b>-67,733</b>	<b>-157,417</b>	<b>with 72.2 ADA (76 enrolled)</b>
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need 80.75 ADA (85 enr) in 2016-17 to break even  
need 83.6 ADA (88 enr) in 2017-18 to break even

Books, Supplies	TBD
Library/Gym	TBD
Utility Cost/Custodial	TBD
Facility Cost/Rent/DM	TBD
Special Ed contribution	TBD
Food Service	TBD
Coaching	TBD
Technology needs	TBD

<b>Forestville Enrollment as of October 7, 2015</b>			
	Grade 5	29	} } 67 enr. 2017-18 76 enr. 2016-17
	Grade 6	38	
	Grade 7	38	

## WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Board President

FROM: Shelley Stiles, Chief Business Official

DATE: December 9, 2015

ITEM: **CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE FOR 2015-16**

### **BACKGROUND INFORMATION:**

The Business Services Department provides monthly informational updates to the 2015-16 Budget designed to inform the School Board and community of recent adjustments made to the district's current budget.

### **CURRENT CONSIDERATION:**

The attached reports detail budget adjustments made from October 1, 2015 through November 30, 2015 for the General Fund (Fund 01) and the Special Education Consortium Fund (Fund 06). Line 3 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	General Fund Beginning Fund Balance (Ending balance last month)	2,753,620
2	Total Adjustments October 1 – November 30, 2015 (see attached summary)	<u>+45,567</u>
3	**Adjusted General Fund Ending Balance (Becomes Beg. Bal. Next Month)	2,799,187
4	Reserves for Revolving Cash	6,850
5	Reserves for Economic Uncertainty	753,772
6	Assigned for School Site Carryover	150,000
7	Assigned for Technology Hardware	60,000
8	Assigned for Math III and Science Textbooks	<u>480,000</u>
9	General Fund Unappropriated Ending Fund Balance	1,348,565
10	Special Ed Consortium Beginning Fund Balance (Ending balance last month)	439,505
11	Total Adjustments October 1 – November 30, 2015 (see attached summary)	<u>+22,422</u>
12	**Adjusted Ending Balance Special Ed Consortium (Becomes Beg. Bal. Next Month)	461,927

\*\*Lines 3 and 12 must be added together to determine the fund balance total as reported in SACS documents and on the multi-year projections. The general fund and the special education consortium fund combine for State reporting purposes.

### **RECOMMENDATION:**

The budget update is provided for review. The administration respectfully asks the School Board to approve the adjustments made to the budget from October 1 through November 30, 2015.

### **ATTACHMENTS:**

Yes

Ledger205a

Detailed General Ledger

Fiscal Year 2016

01 - General Fund

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
10/01/2015			Balance Forward	701,104.97	3,454,725.33	2,753,620.36-
10/12/2015		BR16-00072	CTE grant /Project Make Supplies	2,000.00		2,000.00
10/16/2015		BR16-00075	Budget for Laguna Window safety tinting	1,363.00		1,363.00
10/20/2015		BR16-00078	Ag Truck account carryover from prior year	2,500.00		2,500.00
10/24/2015		BR16-00086	BTSA 8 to 11 increase	17,850.00		17,850.00
10/24/2015		BR16-00089	unrestr lottery 1st interim review		3,369.00	3,369.00-
10/24/2015	BR16-03	BR16-00090	1st Int EPA expense update, BR16-03, Fund 01	133,271.00		133,271.00
10/24/2015	BR16-04	BR16-00091	RS 3310 1st Interim HR update, BR16-04, Fund 01		35,114.00	35,114.00-
10/24/2015		BR16-00092	balance RS 3310 for 1st interim	35,114.00		35,114.00
10/24/2015		BR16-00094	Clean energy Audit - rev. rec'd in PY	63,710.00		63,710.00
10/24/2015		BR16-00095	Educ Effect Grant - move from temp budget line	167,877.00	179,576.00	11,699.00-
10/24/2015		BR16-00096	Restricted Lottery textbooks	6,000.00		6,000.00
10/24/2015	BR16-05	BR16-00098	RRM 1st Interim HR update, BR16-05, Fund 01	4,998.00		4,998.00
10/24/2015		BR16-00099	RRM HR Benefit update		22,131.00	22,131.00-
10/24/2015	BR16-06	BR16-00100	Parcel Tax exp HR 1st Interim, BR16-06, Fund 0	74,886.00		74,886.00
10/26/2015		BR16-00101	C. Lubin JJordan Grant	300.00		300.00
10/26/2015		BR16-00102	Summerfield Waldorf Title II Allocation	1,908.00		1,908.00
10/26/2015		BR16-00107	1st Interim Parcel Tax exp review		112,607.00	112,607.00-
10/26/2015		BR16-00108	Title II adjust allocation		29,789.00	29,789.00-
10/27/2015		BR16-00110	Update for PY Carryover and adjustments		809.00	809.00-
10/27/2015		BR16-00111	LCFF updates for 1st Interim	329,354.00	236,571.00	92,783.00
10/27/2015		BR16-00115	EPA increased - expenses balanced for 1st Inte	103,300.00		103,300.00
10/27/2015	BR16-07	BR16-00116	Unrestr Sal from HR positions, BR16-07, Fund 0	22,417.00		22,417.00
10/28/2015		BR16-00117	Certificated Salary 1st interim updates		134,643.00	134,643.00-
10/28/2015		BR16-00118	1st Interim Class Salary and Benefit update	11,016.00		11,016.00
10/28/2015		BR16-00122	MAA revenue received		24,163.00	24,163.00-
10/28/2015		BR16-00123	1st interim unrestricted revenue adjustments		35,112.00	35,112.00-
10/29/2015		BR16-00125	Consortium Interprogram charges October updat		2,161.00	2,161.00-
10/29/2015		BR16-00126	Consortium October Revenue update	20,688.00		20,688.00
10/29/2015		BR16-00127	balance contributions 1st interim		172.00	172.00-

Ledger205a

Detailed General Ledger

Fiscal Year 2016

01 - General Fund

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
<b>Object 9790. Undesignated/unappropriated (continued)</b>						
10/29/2015		BR16-00128	HS Spec Ed 1st Interim review		57,701.00	57,701.00-
10/29/2015		BR16-00129	Update Federal ERMS to match RTC placement	36,955.00		36,955.00
10/29/2015		BR16-00130	Update State ERMS for 1st Interim	65,694.00		65,694.00
10/29/2015		BR16-00132	Retiree budget updates - 1st interim		4,799.00	4,799.00-
10/29/2015		BT16-00076	1st interim adjust HS SpEd contribution	93,098.00		93,098.00
10/31/2015		BR16-00143	1st Interim - update for carryover reserve		167,088.00	167,088.00-
10/31/2015		BR16-00133	Discret. one-time \$ actual entitlement	21,955.00		21,955.00
10/31/2015		BR16-00134	adjust transportation costs for 1st interim		50,000.00	50,000.00-
10/31/2015		BR16-00137	VOIP lease complete 12/31/15 reduce budget		34,645.00	34,645.00-
11/03/2015		BR16-00140	Teacher Wishes Grants - JJordan	569.00		569.00
11/05/2015		BR16-00150	LCFF estimate 1st Interim 11.18.15		6,652.00	6,652.00-
11/05/2015		BR16-00152	LCI/NPS count = 24 x 5,000 per count		32,050.00	32,050.00-
<b>Total Fund 01, Object 9790.</b>				<b>1,917,927.97</b>	<b>4,717,115.33</b>	<b>2,799,187.36-</b>

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
<b>Object 9790. Undesignated/unappropriated</b>						
10/28/2015		BR16-00122	MAA revenue received	25,683.00	465,187.87	439,504.87-
10/29/2015		BR16-00125	Consortium Interprogram charges October update	9,573.00	55,115.00	55,115.00-
10/29/2015		BR16-00126	Consortium October Revenue update	59,193.00	11,434.00	1,861.00-
10/29/2015		BR16-00132	Retiree budget updates - 1st interim		17,432.00	41,761.00
				94,449.00	7,207.00	7,207.00-
			<b>Total Fund 06, Object 9790.</b>		<b>556,375.87</b>	<b>461,926.87-</b>
			<b>Total Org 071</b>	<b>2,012,376.97</b>	<b>5,273,491.20</b>	<b>3,261,114.23-</b>

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Board President

FROM: Shelley Stiles, Chief Business Official

DATE: December 9, 2015

ITEM: **CONSIDERATION OF APPROVAL OF THE 2014-15 ANNUAL  
AUDIT REPORT**

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**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:**

Terri Montgomery, 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, 2015, 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, 2015 the auditors issued an unqualified report with one reported finding. Terri Montgomery will be presenting the report and available for any questions.

**RECOMMENDATION:**

The administration respectfully asks the School Board to, after its review, approve the audit report of the District's financial statements for the 2014-15 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, Chief Business Official

DATE: December 9, 2015

ITEM: **CONSIDERATION OF APPROVAL OF 2014-15 PARCEL TAX  
AUDIT REPORT**

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**BACKGROUND INFORMATION:**

As a performance requirement for the voter approved 2012 "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 Measure K (Parcel Tax), Terri Montgomery, 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 2014-15 school year and confirm that the District complied with the requirements of the parcel tax. Terri will be presenting this item and will be available for any questions.

**RECOMMENDATION:**

District administration respectfully asks that the School Board acknowledge receipt and review of the parcel tax audit report for the 2014-15 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, Chief Business Official

DATE: December 9, 2015

ITEM: **CONSIDERATION OF APPROVAL OF THE 2014-15 MEASURE I  
BOND FUND AUDIT REPORT**

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**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:**

Terri Montgomery, 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, 2015 the auditors issued an unqualified report with no reported findings for the Measure I performance audit. Terri Montgomery will be presenting this item and will be available for any questions.

**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 2014-15 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: Steven Kellner, Superintendent

DATE: December 9, 2015

ITEM: **FIRST READING OF RECOMMENDED REVISIONS TO  
ADMINISTRATIVE REGULATION 6145.1 PARTICIPATION IN EXTRA  
CURRICULAR ACTIVITIES**

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**BACKGROUND INFORMATION:**

Without question there are many benefits to participation in education-based extra-curricular activities. West Sonoma County Union High School District has a long track record of supporting students in their pursuits outside the school day. Beyond competitive success, extra curricular activities intentionally teach the values, life skills, and other characteristics or behaviors it is hoped young people will obtain from participation in extra-curricular activities to assure and strengthen the acquiring of these skills.

Alcohol and cigarette use serve as a notable examples in this regard. Studies are consistent in showing that high school students who participate in extra curricular activities are less likely to smoke cigarettes or drink alcohol than those who do not participate in extra curricular activities.

Additionally, extra-curricular activities promote more positive attitudes toward school and increase school engagement, which can increase academic motivation and performance. Extra-curricular activities are generally designed to support and work in concert with the academic goals of the schools. Our coaches and sponsors are trained to not only to teach students athletic or performing arts skills, but skills that help students do well in school and in life.

**CURRENT CONSIDERATION:**

Currently administrative regulation 6145.1(a) is structured in such a way that hampers our site administrators from working collaborative with students and families to make sure that students maintain a successful GPA while engaged in extra-curricular activities.

It is important to empower our site administrators to establish and maintain those important relationships with students and parents regarding the balance between academic success and extra-curricular involvement.

**RECOMMENDATIONS:**

The administration respectfully recommends the Board hold a first reading of the proposed revisions to Administrative Regulation 6145.1(a) regarding participation in extra curricular activities. District staff is available to take direction from the Board regarding the proposed

administrative regulation. This is not an action item. The administration recommends this item be brought back to the Board for consideration of approval at a subsequent meeting.

**ATTACHMENTS:**

Current Administrative Regulation 6145.1 (a)

Recommended Revised Administrative Regulation 6145.1 (a)

**Instruction**

**PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

**A. Academic Standards**

1. Rules applicable to all extracurricular and co-curricular activities:

Grade Point Average (GPA)

- a. Each student who had a GPA of 1.99 or less shall be ineligible according to the schedule below:

<u>Period when 1.99 or less was earned</u>		<u>period of ineligibility</u>
1st quarter		2nd quarter
1st semester		3rd quarter
3rd quarter		4th quarter
2nd semester	summer* and	1st quarter next year
	(*see number A-2 below)	

- b. Each student in grades 10-12 ~~will be permitted~~ **is eligible for** one probation quarter during his/her high school career in the West Sonoma County Union High School District. The student may use ~~the~~ **apply for** probation quarter at the discretion of ~~the student and parent~~ **principal or designee** if the student's grade point average is under 2.0 for the previous quarter. The student on probation would be eligible during the quarter of probation.

Units Earned

- a. Each student who earned less than 25 credits (20 for twelfth graders and second semester eleventh graders) during the preceding semester shall be ineligible, due to not making satisfactory progress towards graduation standards.
- b. Ineligible students are excluded from participation in covered activities, including practices, \* for the current semester or until lost units have been made up to a total of 25.  
(Exception: A student who lost credit due to absence, and who appealed for restoration of the lost credits, may practice (only) pending a decision on the appeal.
- c. If a student ineligible because of lost credits makes up sufficient credits to total 25 (independent study, JC, etc.), he or she becomes eligible at that point. If the credits are not made up, he or she becomes eligible at the beginning of the next semester, provided the student is passing 25 units at that point with a GPA of at least 2.0.

2. Summer Regulations:

- a. For purposes of regaining eligibility, summer school may count to make up for a deficiency in the last quarter of the school year.
- b. Students ineligible as a result of second semester performance may not represent the school in summer activities (tryouts, practices, camps, etc.), unless they have cleared the ineligibility in accord with sections 1c or 2a above.

## Administrative Regulation 6145.1(b)

3. Higher academic standards for any group may not be set without Board approval.
4. Entering ninth graders with a grade point average under 2.0 will be eligible until the end of the first quarter and would then remain eligible or become ineligible based on the first quarter grades. This quarter would not count against the discretionary probation quarter.

### **B. Citizenship Standards**

1. Anyone placed on probation for school misconduct, is automatically removed from athletics/activities for the period of the probation (Administrative Regulation 5111.5).
2. Each district school and each coach/activity sponsor is authorized to set reasonable standards of conduct and reasonable penalties for violation thereof. Any serious violation of school rules as listed in Board Policy 5111.5, section IIA. may result in suspension from activities or sports (including practice if so stated) for up to 45 days, with the approval of the principal or designee.
3. Misbehavior or misconduct that reflects a negative image on the school extracurricular program, in any way or at any time, on or off campus, may result in removal from the extracurricular program or prevention from future participation in the program for up to 45 days. Determination of the seriousness of the offense will be made by the principal or administrative designee and either a) the athletic director, and coach (if during the season of a sport), or b) the activity sponsor.
4. Prior to the imposition of penalties as described in 1 through 3 above, the parent and student will be provided an opportunity to have a conference to present their side of the case and comment on the offense and penalty involved.
5. In order to be eligible to practice or participate in an activity on any day, participants must attend a majority of the class periods on the student's schedule and not have any unexcused absence on the day of the practice or activity, or the school day immediately preceding, if the practice or activity is on a weekend or school holiday. Exceptions to this rule will be allowed in unusual cases if cleared through the school principal.

### **C. Implementation**

1. Teachers should be given regular opportunities to comment on participants' behavior to help determine current eligibility.

**D. Other Standards**

1. Participants shall pay all bills for lost or stolen equipment, related to extracurricular activities, for which they are responsible, prior to participation in another activity. No further equipment will be issued until all bills are paid.

**E. Transportation**

1. All students must use the school's transportation to and from all away activities, if provided. Exceptions to this rule may be approved, if presented, with parental consent, by a school administrator or the coach.
2. The coach/sponsor is responsible for the conduct of participants while on trips, except that the driver is the paramount authority on a school bus in matters relating to safety.

**F. Rules Relating to Athletics**

1. Participation in interscholastic athletics is subject to the constitutions, bylaws, and regulations of the California Interscholastic Federation (CIF), North Coast Section (NCS), and the Sonoma County League (SCL). Several key NCS bylaws are summarized below:
  - a. AGE - No student may participate in varsity football until he is 15. A student who reaches 19 on or before August 31 is ineligible in all school years beginning September 1 or thereafter. (CIF #201)
  - b. Length of Eligibility - A student is eligible for no more than 8 consecutive semesters, beginning the September he enters 9th grade. (CIF #202)
  - c. Attendance Area - A student who attends school outside his/her regular attendance area is ineligible to participate in interscholastic athletics for one year from the date of enrollment in the new school.

**EXCEPTIONS:**

1. With the approval of both principals, a student shall be eligible except for varsity level competition in sports the student participated in during the 12 months preceding the transfer.
  2. A student shall be eligible for participation in all sports with the approval of both principals and the league(s) involved.
2. In accordance with C.I.F. rules, athletes may not participate on any outside team in the same sport if they are also on a school team during the season of the same sport. Example: Girls' softball and Bobby Sox softball.

- G.** If an athlete leaves a squad for any reason, he/she may not participate with or practice with another team unless the two coaches involved mutually agree with the change.

**H. Participation Clearance**

Athletes shall not be allowed to check out equipment or practice until they have been cleared by the school office. When they have turned in the following, they will be given clearance to participate:

1. Current physical
2. Verification of insurance coverage
3. A copy of the Athletic Code signed by their parent or guardian
4. Transportation fee to be paid prior to the first practice
5. Certification that no payment is owed for lost or damaged equipment from a previous sport

Approved: May, 1984  
Revised: 4/18/96; 12/12/96, 6/23/10

**WEST SONOMA COUNTY UHSD**  
Sebastopol, California