MINOR REVISIONS
December 2014
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Note: From time to time, relatively minor changes occur that affect the text of CSBA sample board policies, administrative regulations, and board bylaws but do not warrant reissuing the entire sample because the changes are limited. Such changes are highlighted in the following document, with strikeout indicating material to be deleted and boldface type indicating material to be inserted.

It is recommended that districts review the revisions and incorporate them in district materials as appropriate. Although the changes are minor, the district should still use its normal adoption process to adopt the board policies and/or administrative regulations affected by these revisions.

This document is separate from the Technical Revisions that are periodically issued by CSBA based on renumbering of laws, changes in cross-references, or corrections in Notes, legal references, or management resources. Those nonsubstantive revisions generally can be made in district materials without formal adoption.

BP 1250 - Visitors/Outsiders
In section on "Presence of Sex Offender on Campus," add new paragraph at end of section as follows:

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Rationale: To reflect Penal Code 626.81, as amended by SB 326 (Ch. 279, Statutes of 2013).

BP 3550 - Food Service/Child Nutrition Program
Revise last paragraph of BP as follows:

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Rationale: To reflect new state monitoring process for food services, effective beginning in the 2013-14 school year. Each district that participates in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program is reviewed at least once every three years under the CDE's Administrative Review. As updated in December 2013, BP 3551 - Food Service Operations/Cafeteria Fund reflects provisions of the Administrative Review that pertain to resource management.
BP 4030 - Nondiscrimination in Employment
In first paragraph, add military status as follows:

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Rationale: To reflect Government Code 12921, 12926, and 12940 as amended by AB 556 (Ch. 691, Statutes of 2013).

Revise last paragraph of BP as follows:

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Rationale: Not appropriate to post BP 4030 in student government meeting rooms. The nondiscrimination policy that should be posted in student government meeting rooms is BP 0410 - Nondiscrimination in District Programs and Activities.

AR 5020 - Parent Rights and Responsibilities
In section "Parent/Guardian Rights," revise paragraph under item #8 as follows:

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes audio and video recordings, and software. (Education Code 49091.10)

Rationale: To more accurately reflect current law.

AR 5141.27 - Food Allergies/Special Dietary Needs
In section "Definitions," revise definition of epinephrine auto-injector to delete "concealed" and to add purpose of providing first aid, as follows:
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Epinephrine auto-injector is a disposable drug delivery system with a spring-activated eoneealed needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Rationale: To reflect Education Code 49414 as amended by SB 1266 (Ch. 321, Statutes of 2014).

AR 6159 - Individualized Education Program
In section "Review and Revision of the IEP," delete 7th paragraph as follows:

When an IEP calls for a residential placement as a result of a review by an expanded IEP team, the IEP shall include a provision for a review, at least every six months, by the full IEP team of the case progress, the continuing need for out-of-home placement, the extent of compliance with the IEP, and progress toward alleviating the need for out-of-home care. (Education Code 56043)

Rationale: To reflect Education Code 56043 as amended by AB 1599 (Ch. 327, Statutes of 2014).

BB 9321 - Closed Session Purposes and Agendas
In section "Security Matters," revise 1st paragraph to add "Governor" and "district legal counsel" as follows:

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

Rationale: To more accurately reflect Government Code 54957, including addition of Governor by AB 246 (Ch. 11, Statutes of 2013)

In section "Review of Audit Report from Bureau of State Audits," change "Bureau of State Audits" to "California State Auditor's Office," as follows:
Review of Audit Report from Bureau of State Audits California State Auditor's Office

Upon receipt of a confidential final draft audit report from the Bureau of State Audits California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits California State Auditor's Office shall state "Audit by Bureau of State Audits California State Auditor's Office." (Government Code 54954.5)

Rationale: To reflect current name of agency consistent with Government Code 54954.5.
NEVADA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM

DEPARTMENT: Office of the Superintendent

MEETING DATE: 5/13/15

SUBJECT: AR 5121 Grades/ Evaluation of Student Achievement

CHECK ONE:
For Discussion: X
For Action: □
Report: □
Recognition: □

ACTION REQUESTED: The Board will review and discuss the calculation of weighted grading for the purpose of designating valedictorians and salutatorians as of the seventh semester per Administrative Regulation 5121.

RATIONALE/BACKGROUND: We have received a request from the parents of a recent graduate to review the calculation of grade point averages for Valedictorian and Salutatorian status at the end of the seventh semester as is our policy with consideration for recognition for students who achieve the 4.0 status after the eighth semester.

Quoting the parent, "Our daughter has worked very hard all four years of high school with one major goal in mind: graduate with a 4.0 and become Valedictorian. She studied all the time, her grades were important to her. She took Honors and AP classes her senior year to reach her achievement, only to be crushed finding out that only seven semesters of grades were considered, not the last semester. She meets all the requirements for graduating as a valedictorian except the grades are looked at prior to graduation instead of at the end of the year. It's sad to say she received a 4.0 on her report card after graduation but was not acknowledged for it.

The parent understands the need for the calculation at the seventh semester to prepare for the dinner, the graduation program and the newspaper article. The parent is suggesting at this time that students who earn a 4.0 by the end of the eighth semester also be provided with a Valedictorian plaque with his or her picture and achievements listed.

District scholarship coordinator Barbara Ross will be at the meeting to answer any questions the Board may have.
GRADES/EVALUATION OF STUDENT ACHIEVEMENT  (continued)

Weighted Grading

Effective for the graduating class of 1995, the Board of Trustees authorizes weighted grading (one extra grade point) to be given to Sophomores, Juniors, and Seniors receiving a passing grade in any Junior or Senior level honors and/or advanced placement course. Weighted grading provides additional motivation for grade-conscious students and gives recognition to those students taking the most rigorous courses offered through the district. Grades received in these courses will be counted on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

No student who achieve a 4.0 G.P.A. may be displaced from valedictorian status, even if that student has not taken advanced placement classes. However, this policy may add to the final roster of 4.0 student valedictorians. For the purpose of designating valedictorians and salutatorians, student grade point averages as of seventh semester shall be used.

At Ghidotti High School only, students' grades will be weighted for those Sierra College course that are determined by the site administration to be equivalent to advanced placement and honors courses which are weighted at other districts schools.

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)
District Records

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16022)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)
1. Annual Reports
   a. Official budget
   b. Financial reports of all funds, including cafeteria and student body funds
   c. Audit of all funds
   d. Average daily attendance, including Period 1 and Period 2 reports
   e. Other major annual reports, including:
      (1) Those containing information relating to property, activities, financial condition, or transactions.
      (2) Those declared by Board of Trustees minutes to be permanent
      (cf. 3100 - Budget)
      (cf. 3452 - Student Activity Funds)
      (cf. 3460 - Financial Reports and Accountability)
      (cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions
   a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
   b. The call for and the result of any elections called, conducted, or canvassed by the Board
   c. Records transmitted by another agency pertaining to its action with respect to district reorganization
      (cf. 7214 - General Obligation Bonds)
      (cf. 9324 - Minutes and Recordings)

3. Personnel Records
   Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each
employee containing the same data may be classified as a Class 1 (Permanent) record and
the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as
a Class 1 (Permanent) record only when the time for filing a grievance has passed or the
document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)


4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all
records pertaining to any accident or injury involving a minor for which a claim for
damages had been filed as required by law shall be classified as Class 1 (Permanent)
records. These include any related policy of liability insurance except that these records
cease to be Class 1 (Permanent) records one year after the claim has been settled or the
statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and
equipment. In lieu of detailed records, a complete property ledger may be classified as a
Class 1 (Permanent) record. The detailed records may then be classified as Class 3
(Disposable) records if the property ledger includes all fixed

assets; an equipment inventory; and, for each piece of property, the date of acquisition,
name of previous owner, a legal description, the amount paid, and comparable data if the
unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may
be classified as a Class 2 (Optional) record and shall be retained until it is reclassified as a
Class 3 (Disposable) record. If, by agreement of the Board and Superintendent or designee,
classification of the prior year records has not been made before January 1 as specified in 5
CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records
pending further review and classification within one year. (5 CCR 16024)
Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

It shall be the policy of NJUHSD to retain all electronically stored information for a period of at least one year. However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above. Documents that have been stored for one year are subject to deletion at any time at NJUHSD's discretion, unless subject to the list of exceptions provided below.

1. Definitions

a. Electronic mail (email) is defined as any message sent or received through NJUHSD’s cloud-based email service. Such email may include, but is not limited to, correspondence, correspondence with attachments, calendar items, and forms transmitted electronically.

b. Electronically Stored Information (ESI) includes all email, all computer files created with programs such as Microsoft Office Suite (Word, Excel and and PowerPoint), Google Docs, Portable Document Format (PDF) files, electronic faxes, and any and all electronic files generated on NJUHSD owned technology systems.

c. NJUHSD-owned technology systems include personal computers and laptops assigned to or used by NJUHSD employees and students, networked computers, or other handheld computing devices. ESI may be retained in cloud storage or on hard drives, CD-ROMs, DVDs, or other flash-based memory devices.

2. Exceptions to One-Year Retention Policy
a. SPAM email – SPAM is unsolicited electronic mail, usually advertisements and other similar material. SPAM may be deleted permanently upon receipt.

b. Personal email and documents – ESI created by NJUHSD employees on NJUHSD computer systems that have no connection to NJUHSD business or litigation may be deleted at any time. Personal ESI left on NJUHSD computer systems are subject to discovery.

c. Discovery – Upon receipt of a notice of impending discovery or litigation, all ESI relevant to the discovery request or litigation shall be retained indefinitely, or until advised by NJUHSD’s legal counsel that the ESI is no longer subject to litigation. This includes all relevant personal ESI stored on NJUHSD’s computer systems.

d. Matter subject to litigation – All NJUHSD employees that become aware of any incident that may subject NJUHSD to litigation shall inform their supervisor immediately. Any and all ESI pertaining to that incident, including personal ESI, shall be retained indefinitely, or until advised by NJUHSD’s legal counsel that the ESI is no longer subject to discovery or litigation.

e. Documents requiring longer retention – There may be categories of ESI that, by law, require retention beyond one year. Such ESI shall be retained in accordance with applicable law. In consultation with NJUHSD’s legal counsel, department directors shall provide guidance to staff about ESI that should be retained beyond one year.

3. Email Retention

a. NJUHSD maintains a cloud-based electronic mail system that automatically archives incoming and outgoing email for a period of one year. The system will be able to search for, find, and export records as required by a discovery order.

b. This email archival system will automatically delete all email records after one year, unless there is good reason to retain records for a longer period of time, such as anticipated or pending litigation.

c. Users shall not delete any email that is considered a useful record for administrative, personnel or fiscal purposes, or when there is reason to believe the email is (or will be) subject to litigation or discovery order.

d. In the case of email subject to litigation or a discovery order, email generated or received by NJUHSD employees with potentially relevant information shall not be deleted by the user until advised by NJUHSD’s legal counsel that it is no longer subject to discovery or litigation.

4. Retention of Other Electronically Stored Information

a. NJUHSD maintains both network and cloud-based file storage. When possible, employees are encouraged to save all non-email ESI, such as documents generated with
Microsoft Word, Excel, PDF or other similar applications, in the district’s cloud or local server storage.

b. Some ESI may need to be retained for longer periods of time as deemed necessary by supervisors or department directors or when the ESI is useful for administrative, personnel, fiscal, or legal purposes. In the case of ESI subject to litigation or a discovery order, that information shall be retained indefinitely and shall not be deleted until advised by NJUHSD legal counsel that the ESI is no longer subject to discovery or litigation.

c. Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district’s electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)
The availability of Internet access in the district provides an opportunity for staff to contribute to the district’s presence on the World Wide Web. The district’s web site provides information to the world about school curriculum, instruction and school-authorized activities relating to our schools’ and the district’s mission. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

**Content Standards**

Site and district administrators are responsible for Web page approval. No web page/site shall exist at any school without the explicit permission of the site principal or designee. The site principal is ultimately responsible for seeing that web page/site standards are being met. Use of the district’s system is a privilege, not a right; thus, the district technology staff may remove a web page/site from the network if inappropriate materials are found on a site at any time.

**Subject Matter**

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, and other similar information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district.

**Quality**

Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the site or district administrators will prevail.

**Ownership and Retention**

All district web pages are the property of the school district. Users should have no expectation of privacy with respect to district’s network, computers, servers, mail systems, Internet access, and other services. The district reserves the right to access and monitor, as it deems appropriate, all equipment, files, Internet or other use of its network or equipment.

**Student Safeguards**

- Documents may not include a student’s phone number, address, names of other family members, or names of friends.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member.
• Decisions on publishing student pictures are based on the supervising teacher’s judgment. No individual pictures or names of students are to be published, groups only. The teacher must first check with the school office to determine if the student has a media release form on file.
• Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.
• Information posted on the web site must be believed to be accurate and fair and should not harm the reputation of any individual.

Nevada Joint Union High School District Policies

All documents posted on district websites must conform to the Acceptable Use and Internet Safety Policy as well as established school guidelines. Some of the relevant issues and related Board Policies include the following:

• Electronic transmission of materials is a form of copying. As specified in District Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district’s equipment.
• Any links or documents on district web pages must relate to curriculum, instruction, school-authorized activities, and other similar information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. These links or documents must meet the criteria established in the District Internet Acceptable Use and Internet Safety Policy.
• Web page links may not include entities whose primary purpose is commercial or political advertising.
• All communications via the district web pages will comply with the Acceptable Use and Internet Safety Policy. Offensive material that is expressly prohibited by this policy includes, but is not limited to, material that is disparaging of others such that it may create a hostile work or educational environment based on race, sex, national origin, sexual orientation, age, disability, religion, or political beliefs; material that is pornographic, obscene or sexually explicit; material that is deemed to be confidential student or employee information; material that violates any state or federal law; material that is libelous, slanderous, gang-related, or incites students or staff so as to create a substantial disruption to the orderly operations of the district or creates a clear and present danger of the commission of unlawful acts on school premises or violation of school rules and regulations.
• Employees should always make it clear when materials posted on the district’s network are an expression of their own personal viewpoints as opposed to a district endorsed position or policy. Employees are not authorized to express the viewpoint or policy of the district unless otherwise specifically authorized to do so.
• Any student information communicated via district web pages will comply with the district’s Acceptable Use and Internet Safety Policy and the student directory information regulations.
• No offsite links are allowed unless approved by the site principal or designee.
• Any original work is automatically copyrighted. Parents must consent to displaying their child’s copyrighted work.
• Third-party web sites (e.g. Twitter) are not permitted for disseminating district/school information unless approved by the superintendent.

Web Accessibility Standards for Users with Disabilities

The Americans with Disabilities Act (ADA) requires state and local governments, including schools, to provide effective communication whenever they communicate through the Internet. To provide an alternative medium for accessing information about our district, the elements listed below will be included in all district web pages.

• Provide support for text browsers
• Attach “Alt” tags to graphic images so that screen readers can identify the graphic.
• Provide for alternative mechanisms for on-line forms i.e. e-mail.
• Avoid access barriers such as posting of documents in PDF, table, newspaper or frame format. If posting in PDF, the HTML text or ASCII file must also be posted.
• A statement that reads “Information provided by the Nevada Joint Union High School District Internet website may also be accessible in alternative formats (i.e. large print, audio, et cetera), whenever applicable. You may contact the Director of Information Technology at (530) 272-9998 to obtain further information.”

Design Guidelines

Each Web page added to the district web site(s) must contain certain elements that will provide general consistency for district web pages.

• All Web pages must be reviewed by the site administrator or designee before posting.
• The authorized teacher, who is publishing the final web page(s) for herself or himself, will edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy.
• District web pages may not contain links to other web pages that are not yet completed.
• Web pages must protect student identity in e-mail address links, survey-response links, or any other type of direct-response links.
• All web pages must be given names and placed in folders that clearly identify them.
• District logos must be properly displayed according to the District’s Graphics Standards & Guidelines.

Other

• Unless otherwise specifically noted on any posted material, material posted on the district’s network is not intended to be, and should not be construed as, an expression of the district’s philosophy, position, viewpoint or policy on any particular issue but rather represents only the opinion of the author.
• Concern about the content of any page(s) created by staff should be directed to the building principal of that school.
• Access to the district’s network and creation of a web page is a limited forum, similar to a school newspaper, and therefore, the principal or the classroom teacher may restrict student speech for valid educational reasons as set forth in education code section 48907. However, the district will not restrict a student’s speech solely on the basis of a disagreement over the content of the opinions expressed.
• All sites linked directly to the district website will support and be consistent with district standards and its educational mission.
• District makes no warranties of any kind, whether expressed or implied, for the service provided. District shall not be responsible for any damages suffered while a user is utilizing the district’s system. Such damages could include, but are not limited to, loss of data, non-deliveries, miss deliveries, service interruptions, et cetera.
• Use of any information obtained through the district’s network is at the user’s own risk. District specifically disclaims any responsibility for the accuracy of the information obtained through its network and encourages users to independently verify any information so obtained.
ITEM "L"

INFORMATION/CORRESPONDENCE
NEVADA JOINT UNION HIGH SCHOOL DISTRICT
11645 RIDGE ROAD
GRASS VALLEY, CA. 95945

Quarterly Report on Williams Uniform Complaints
[Education Code 35186(d)]

Person completing this form: Trisha Dells
Title: Assistant Superintendent

Quarterly Report Submission Date: X May 2015
☐ August 2015
☐ November 2015
☐ February 2016

Date for information to be reported publicly at governing board meeting: May 13, 2015

X No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

<table>
<thead>
<tr>
<th>General Subject Area</th>
<th>Total No. of Complaints</th>
<th>Number Resolved</th>
<th>Number Unresolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks &amp; Instructional Materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teacher Vacancy or Misassignment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Facilities Conditions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CAHSEE Intensive Instructional &amp; Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

DR. LOUISE JOHNSON
Printed Name of Superintendent

Signature of Superintendent

Date
CHARTER SCHOOL SECOND INTERIM
FINANCIAL REPORT – ALTERNATIVE FORM
July 1, 2014 to June 30, 2015
Charter School Certification
Charter School Name: Sierra Academy of Expeditionary Learning
CDS #: 29-66357-124834
Charter Approving Entity: Nevada Joint Union High School District
County: Nevada
Charter #: 1336

For information regarding this report, please contact:
For Approving Entity: 
Erica Crane
Name
Principal
Title 530-268-2200
Telephone ecrane@sierracademy.net
E-mail address
For Charter School: 
Scott Warner
Name
Business Mgr
Title 530-205-6986
Telephone swarner@csmc1.com
E-mail address

x) 2014-15 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT – ALTERNATIVE FORM: This report has been approved and is hereby filed by the charter school pursuant to Education Code Section 42100(b).
Signed: 
Charter School Official
(Original signature required)
Date: 3/15/15
Printed 
Name: Erica Crane
Title: Principal

x) To the Nevada Joint Union High School District:
2014-15 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT – ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).
Signed: 
Authorized Representative of Charter Approving Entity
(Original signature required)
Date: 7/1/15
Printed 
Name: Karen L. Suenram
Title: Asst. Supt.

x) To the Superintendent of Public Instruction:
2014-15 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT – ALTERNATIVE FORM: This report verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).
Signed: 
County Superintendent/Designee
(Original signature required)
CHARTER SCHOOL SECOND INTERIM
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2014 to June 30, 2015

Charter School Name: Sierra Academy of Expeditionary Learning
CDS #: 22-59367-122854
Charter Approving Entity: Nevada Joint Union High School District
County: Nevada
Charter #: 1226

This charter school uses the following basis of accounting:
Please enter an "X" in the applicable box below, check only one box
- Accrual Basis (Applicable Capital Assets/Inventor on Long-Term Debt/Long-Term Liabilities: objects are 5550, 7438, 9400, 9468, and 9650-9669)
- Modified Accrual Basis (Applicable Capital Assets/Inventory on Long-Term Debt/Long-Term Liabilities: objects are 5000-0170, 6500-6550, 7420, and 7459)

A. REVENUES

<table>
<thead>
<tr>
<th>Source of Revenue</th>
<th>Current-Year</th>
<th>Total</th>
<th>( \Delta )</th>
<th>( % )</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Protection Account</td>
<td>8011</td>
<td>118,831.60</td>
<td>710,201.00</td>
<td>167,065</td>
</tr>
<tr>
<td>Charter Schools Gen, Purpose Entitlement - State Aid</td>
<td>8015</td>
<td>16,000.00</td>
<td>16,000.00</td>
<td>16,000.00</td>
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<tr>
<td>State Aid - Prior Years</td>
<td>8019</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tax Relief Subventions (for rev. limit funded schools)</td>
<td>8020-8030</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>County and District Taxes (for rev. limit funded schools)</td>
<td>8040-8070</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Miscellaneous Funds (for rev. limit funded schools)</td>
<td>8080-8090</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Revenue Limit Transfers (for rev. limit funded schools): PERS Reduction Transfer</td>
<td>8092</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Revenue Limit Transfers</td>
<td>8299</td>
<td>125,200.00</td>
<td>315,000.00</td>
<td>209,172</td>
</tr>
<tr>
<td>Total, Revenue Limit Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Federal Revenues (See NOTE on last page)
   No Child Left Behind
   Special Education - Federal
   Child Nutrition - Federal
   Other Federal Revenues
   Total, Federal Revenues

3. Other State Revenues
   Charter Schools Categorical Block Grant
   Special Education - State
   All Other State Revenues
   Total, Other State Revenues

4. Other Local Revenues
   Transfers from Sponsoring LEAs to Charter Schools
   In Lieu of Property Taxes
   All Other Local Revenues
   Total, Local Revenues

5. TOTAL REVENUES

B. EXPENDITURES

1. Certified Salaries
   Teachers' Salaries
   Certified Pupil Support Salaries
   Certified Supervisors' and Administrators' Salaries
   Other Certified Salaries
   Total, Certified Salaries

2. Non-certified Salaries
   Instructional Aides' Salaries
   Non-certificated Support Salaries
   Non-certificated Supervisors' and Administrators' Salaries
   Clerical and Office Support Salaries
   Other non-certificated Salaries
   Total, non-certificated Salaries
### D. OTHER FINANCING SOURCES / USES

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Other Sources</td>
<td>8,590,979</td>
<td>0.01</td>
<td>8,590,979</td>
</tr>
<tr>
<td>2. Less: Other Uses</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)</td>
<td>8,590,999</td>
<td>0.00</td>
<td>8,590,999</td>
</tr>
</tbody>
</table>

### E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)

### F. FUND BALANCE, RESERVES

#### 1. Beginning Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. As of July 1</td>
<td></td>
</tr>
<tr>
<td>b. Adjustments/Restatements to Beginning Balance</td>
<td>9,791</td>
</tr>
<tr>
<td>c. Adjusted Beginning Balance</td>
<td>9,792,979</td>
</tr>
</tbody>
</table>

#### 2. Ending Fund Balance, Oct 31 (E + F.1.2.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Components of Ending Fund Balance (Optional):</td>
<td></td>
</tr>
<tr>
<td>Reserve for Revolving Cash (equals object 0130)</td>
<td></td>
</tr>
<tr>
<td>Reserve for Stores (equals object 0320)</td>
<td>9711</td>
</tr>
<tr>
<td>Reserve for Prepaid Expenditures (equals object 0350)</td>
<td>9712</td>
</tr>
<tr>
<td>Reserve for All Others</td>
<td>9713</td>
</tr>
<tr>
<td>General Reserve</td>
<td></td>
</tr>
<tr>
<td>Legally Restricted Balance</td>
<td>9740</td>
</tr>
<tr>
<td>Designated for Economic Uncertainties</td>
<td>9776</td>
</tr>
<tr>
<td>Other Designations</td>
<td></td>
</tr>
<tr>
<td>Undesignated / Unappropriated Amount</td>
<td></td>
</tr>
</tbody>
</table>

#### G. ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cash</td>
<td></td>
</tr>
<tr>
<td>In County Treasury</td>
<td></td>
</tr>
<tr>
<td>Fair Value Adjustment to Cash in County Treasury</td>
<td></td>
</tr>
<tr>
<td>In Bank</td>
<td></td>
</tr>
<tr>
<td>In Revolving Fund</td>
<td></td>
</tr>
<tr>
<td>With Fiscal Agent</td>
<td></td>
</tr>
<tr>
<td>Collections Awaiting Deposit</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
</tr>
<tr>
<td>3. Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>4. Due from Grantor Government</td>
<td></td>
</tr>
<tr>
<td>5. Stores</td>
<td></td>
</tr>
<tr>
<td>6. Prepaid Expenditures (Expenses)</td>
<td></td>
</tr>
<tr>
<td>7. Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>8. Capital Assets (for accrual basis only)</td>
<td>20,560,499</td>
</tr>
</tbody>
</table>

#### H. LIABILITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounts Payable</td>
<td>8,590,979</td>
</tr>
<tr>
<td>2. Due to Grantor Government</td>
<td></td>
</tr>
<tr>
<td>3. Current Loans</td>
<td>9640</td>
</tr>
<tr>
<td>4. Deferred Revenue</td>
<td></td>
</tr>
<tr>
<td>5. Long-term Liabilities (for accrual basis only)</td>
<td>9650-969</td>
</tr>
</tbody>
</table>

#### I. FUND BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Fund Balance, June 30 (69-H2) (must agree with Line F2)</td>
<td></td>
</tr>
</tbody>
</table>

L:/Budget/Interim/Charter/AlternativeForm.xls
April 14, 2015

Charter Board
Sierra Academy of Expeditionary Learning
11130 Magnolia Road
Grass Valley, CA 95949


Honorable Members of the Board:

Thank you for your submission of the 2014-2015 Second Interim Financial Report for the Sierra Academy of Expeditionary Learning (SAEL). As the authorizing entity of SAEL, the administration of the Nevada Joint Union High School (NUJHSD) is responsible to provide financial oversight (Ed Code Section 47694.32(d)). The 2014-2015 Second Interim Financial Report and supporting documentation has been reviewed with this responsibility in mind. Listed below is a summary of observations.

Enrollment/ADA: The enrollment and corresponding ADA projection may be overly optimistic. The October CBEDs enrollment was 65; enrollment as of March 11, 2015, was 78; ADA projection is 72.2; based on a 96% attendance rate, SAEL would need an average daily enrollment of 75 from the first day of school through the last day of the P-12 reporting period in April.

Beginning Fund Balance: The beginning fund balance of SAEL is ($91,756.77) consisting of $2,507.94 in cash and ($94,264.71) of accounts payable and/or long term loan obligations. Opening a school with $90,000+ in debt obligations sets the school up for a steep uphill battle to balance the operational budget.

Debt: SAEL has been faced with startup challenges for four years. Prior to the 2014-2015 operational year, the school incurred debt totaling $94,264.71 (see attached FY 2013/14 ending balance reconciliation provided by SAEL); in 2014-2015, another $250,000 was borrowed from the State in the form of a Startup Loan. SAEL has prioritized debt repayment but has not developed a specific repayment schedule. As of this reporting period the original debt has been reduced to $67,347.95. In addition, $51,500 is budgeted as a payment on the $250,000 startup loan.
Cash: As a first-year school, SAEL has had and continues to experience significant challenges with cash flow. The administration and business services consultant, Charter Schools Management Corporation, have closely monitored and managed the situation to this point. Continued diligence and close monitoring is absolutely necessary to manage the cash flow challenges in the future.

Charter Board
Sierra Academy of Expeditionary Learning

April 14, 2015
Page 2 of 2

Ending Fund Balance Projection: Due to the debt obligations described above, the projected fund balance is ($113,532). Please note that the projected fund balance presented does not include the debt obligation of $250,000 owed to the State representing the cash flow start up loan; the projected loan balance on June 30, 2015, is $198,500. Given this, the projected fund balance is ($312,032).

Multi-year Projections: Multi-year projections were provided; however, there was no written documentation accompanying the one-page MYP. It is critical that written documentation accompany the MYP document in order to assess the reasonability of the projection.

Recommendations:

1. Continue to closely monitor cash flow; I strongly recommend a monthly Board update on cash flow projections for the current and subsequent fiscal year.
2. Adopt and adhere to a specific debt payment schedule.
3. Create multi-year financial projections with accompanying written assumptions (i.e., enrollment, ADA, staffing, salary schedules, benefit rates, State COLAs and gap funding percentages); regularly review the projections with the Board and continually modify the projections. Carefully review these projections prior to making ongoing expenditure obligations.

Please contact Karen Suenram with questions or requests for clarification.

Sincerely,

Louise Johnson

Dr. Louise Johnson, Superintendent

C: Holly Hermansen, Nevada County Superintendent of Schools
   NJUHSD Board of Trustees

Enclosure: SAEL Reconciliation of 2013/14 Ending Balance
Sierra Academy (SAEL)
Fund Balance
Acct 9790-020

Reconcile FY 2013/14 ending balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add'l cash from NJUSD-8/4/14 deposit</td>
<td>$(2,507.94)</td>
</tr>
<tr>
<td>Fellows - BOD loan</td>
<td>$5,458.63</td>
</tr>
<tr>
<td>Washburn - BOD loan</td>
<td>$5,458.63</td>
</tr>
<tr>
<td>Roos - BOD loan</td>
<td>$55,424.66</td>
</tr>
<tr>
<td>CSMC set up fee</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>CSMC June 2014 fee</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>E. Crane 2013/14 salary</td>
<td>$10,223.20</td>
</tr>
<tr>
<td>Jessica A back pay</td>
<td>$859.49</td>
</tr>
<tr>
<td>Nicole L back pay</td>
<td>$774.86</td>
</tr>
<tr>
<td>Adam KT back pay</td>
<td>$1,065.24</td>
</tr>
<tr>
<td>Board loan for [redacted] claim</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Total negative fund balance $91,756.77
April 20, 2015

Board of Trustees  
Nevada Joint Union High School District  
11645 Ridge Road  
Grass Valley, CA  95945

Honorable Members of the Board:

Thank you for your submission of 2014/15 Second interim. I appreciate your dedication and commitment to the students of Nevada Joint Union High School District. Your leadership in this challenging financial climate is respected and admired.

In compliance with the provisions of Education Code (EC) Section 42127, my office has completed its review of the 2014/15 Second Interim budget adopted by the Governing Board in March of 2015. As required by Education Code, our office performs what is commonly referred to as an “AB 1200 Review” of the data.

My office has reviewed the data submitted, including the Criteria and Standards for your district, and Multi-Year Projections and concurs with the positive certification approved by the District Governing Board. Any technical comments relative to the report will be directed to your district’s Chief Business Officer.

Second Interim Review

Enrollment/ADA: The district has experienced declining enrollment for some time. I have noted that you are projecting enrollment decreases of over (244) in 14/15 and (121) in 15/16 and (164) in 16/17. I appreciate your efforts to match your staffing level to the decline in enrollment.

Cash: I have noted you project adequate cash to meet your operational needs through June 30. Please notify my office if cash concerns arise.

Deficit Spending: In 14/15 you project ($734K) which appears to be appropriation of restricted fund balance. I am pleased to see that in year two and three there are no deficits.

Reserve Levels: It is noted the District meets its minimum reserve levels in each of the years. I appreciate your commitment to maintain reserves above the minimum level, but encourage you to review the projected deficits to mitigate the use of reserves.
Multi-year Budget Projections: Multi-year projections are a critical decision making tool in planning for the continued financial success of the district and required under EC 42127. In order to remain solvent, the district must utilize the projections to guide decisions. While uncertainty may exist, it is imperative the District use existing facts and circumstances to project district resources and guide decision making in the current fiscal year as well as the two subsequent fiscal years.

Observations of the district’s multi-year projections include:

- I have noted you utilized the LCFF calculator
- I appreciate the conservative ADA projections recognizing a decline in enrollment. Likewise, I appreciate your recognition of staff changes that will need to occur as a result of the sharp decline in 14/15
- Step and column costs with negotiated salary increases in the current and subsequent year
- I possess some concern over $123K contribution to the cafeteria program. However, I do recognize your efforts to mitigate this where possible and encourage you to continue this practice.
- Salaries and benefits, not unlike many districts, now represent approximately 78% of budgeted revenues. It is critical that position control is closely monitored to insure budget integrity

I appreciate your leadership and fiduciary commitment to students and families. I am committed to assisting in any way. Please do not hesitate to call me or Donna Somers for assistance.

Sincerely,

Holly Hermansen
Superintendent of Schools

CC: Dr. Louise Johnson, Superintendent
Karen Suenram, Assistant Superintendent
NEVADA JOINT UNION HIGH SCHOOL DISTRICT

**Enrollment/ADA %**

- 2010/11: 3,000
- 2011/12: 2,900
- 2012/13: 2,800
- 2013/14: 2,700
- 2014/15: 2,600
- 2015/16: 2,500
- 2016/17: 2,400

**Operating Deficit/Surplus**

- 2010/11: $1,500,000
- 2011/12: $500,000
- 2012/13: 0
- 2013/14: $500,000
- 2014/15: $1,000,000
- 2015/16: $2,000,000
- 2016/17: $3,000,000

**Ending Fund Balance v. Total Expense**

- 2010/11: $35,000,000
- 2011/12: $30,000,000
- 2012/13: $25,000,000
- 2013/14: $20,000,000
- 2014/15: $15,000,000
- 2015/16: $10,000,000
- 2016/17: $5,000,000

**Ending Fund Balance vs. Cash at 6/30 vs. 2 Months Expenses**

- 2010/11: $8,000,000
- 2011/12: $7,000,000
- 2012/13: $6,000,000
- 2013/14: $5,000,000
- 2014/15: $4,000,000
- 2015/16: $3,000,000
- 2016/17: $2,000,000

Second Interim 14/15

**NJUHSD**
- Supt: Louise Johnson
- CBO: Karen Suehrn

**2014/15**
- Operating Budget $31.129M
- Surplus (Deficit) ($734K)
- Ending Fund Balance $3.147M

- 33.5% of LCFF revenue, State Aid & EPA
- Salary and Benefits are 77% of Total Expenses
- 2 Months Expenses $5.188M
- Est. 14/15 LCFF Entitlement/ADA $8,149
- Other Resources - Fund 17 $1,006M

**MYPs**
- COLAs - 15/16 - 1.58%; 16/17 - 2.17%
- GAP - 15/16 - 32.19%; 16/17 - 23.71%
- Assumptions
  - Cert. 9.6 FTE reduction 15/16; 3.0 FTE reduction 16/17
  - Certificated FTE: 151.6
  - Classified FTE: 114.0
  - Management FTE: 20.9

- Funded 14/15 District ADA - 2,957.05
- Proj. Funded 15/16 District ADA - 2,747.07

**NOTES**

- NU CALPADS enrollment - 2899 students (Includes NPS/LCI students)
- Enrollment declined 244 students students in 14/15 and projected to decline 121 students in 15/16
- Deficit spending 2 of 4 years

- EFB projected to increase 1.2% over 3 years

- 14/15 Proj. Unduplicated Pupil Percent: 35.31% 2 yr. Average: 35.31%

- Cashflow is not adequate to cover 2 months expenses

Prepared by NCSoS