

Lagunitas School District

San Geronimo, California

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**Lagunitas School District
San Geronimo, California**

BOARD POLICY 3001

USE OF LOCAL VENDORS FOR GOODS AND SERVICES

The Lagunitas School District will maintain a list of individuals and companies located in the San Geronimo Valley and of parents of students attending school in the District, that provide goods and/or services which might be utilized by the District. The list will be developed and revised by the District administration. In an effort to support local individuals and businesses, when the District is in need of specific goods and services, individuals and/or companies on the master list will be contacted and encouraged to submit bids and/or estimates. Whenever appropriate local vendors will be given consideration.

The District is an equal opportunity employer and will continue to abide with the provisions of the Public Contract Code and Education Code.

BOARD ADOPTION/REVISION: November 27, 1990
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3002

HAZARDOUS MATERIAL POLICY

The Governing Board of the Lagunitas School District recognizes that hazardous chemicals may be used or generated in district schools by science laboratories, art, food service, and by the maintenance and transportation departments. In Maintenance and Operations these chemicals are represented by substances such as cleaners, thinners, lubricants, and insecticides.

The District diligently attempts to reduce hazardous materials by replacing hazardous products with a safer or preferred product, or when a hazardous chemical on hand exceeds its "shelf life", by promptly removing it.

Hazardous materials are sometimes important to the operation of both our instructional and support programs. These materials are hazardous only if improperly handled. Thus, it is the intent of the Board of Education to establish a hazardous material program for the propose of advising and training students and staff in safe practice when handling approved hazardous materials, and to properly dispose of hazardous waste in compliance with State and Federal regulations.

The Superintendent or designee shall ensure that District staff use, store and regularly dispose of all hazardous substances in a safe and legal manner. All employees and students shall be fully informed about the properties of potential hazards of material to which they may be exposed. Teachers shall stress the importance of proper protection and handling, storage and disposal of all potentially hazardous material and substances.

Disposal of chemicals shall be accomplished in accordance with removal and disposal systems established by the County Office of Education or by the District.

The District Office will keep a "master" binder of inventories and any Materials Safety Data Sheets (MSDS) available, which provide essential information as to how to safely handle the hazardous materials and what measure to take in case of accident or injury.

Each school will attempt to maintain up-to-date information for each of its hazardous materials. Employees and students who utilize these materials will be informed of the need for proper handling of these materials. Employees will, also, be encouraged to purchase only approved hazardous materials through the District Office.

Employees and students will be advised to store, label and handle hazardous materials according to the recommended guidelines of the manufacturer. Appropriate safety equipment will be maintained and First Aid rendered when necessary.

Hazardous materials that are excess or have exceeded their "shelf life", shall be scheduled for disposal according to required guidelines.

BOARD ADOPTION/REVISION: May 3, 1994
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3003

FUND-RAISING

The Governing Board recognizes that various school organizations will need to embark upon fund-raising efforts during the course of any school year. In an effort to be as supportive as possible of these activities, the Board directs the Superintendent and/or his or her designee to develop guidelines that will be applicable to all fund-raising efforts in the District. These guidelines will be developed in conjunction with the major school groups including but not limited to Lagunitas School Savers, Marin Parents for Public Montessori, Open Classroom Parent Group, Academics and Enrichment Parent Group, Middle School Parent Group, Student Council, and Individual Classrooms. These guidelines will be distributed and reviewed annually.

It is the intent of the Board to encourage all groups to work cooperatively in planning and designing fund raisers. A master calendar of fund-raising events and activities will be maintained in the District office.

The Superintendent and/or his or her designee shall ensure that parents/guardians and members of the Board of Trustees are informed of the purpose of all fund-raisers benefitting the school or school groups. After the fund-raiser is held, parents/guardians and the Board of Trustees shall be told how much money was raised and how it was spent. Parents/Guardians shall be encouraged to offer their suggestions for the use of the money.

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no student shall be made to feel uncomfortable or pressured to participate in fund-raising activities. Donations are always voluntary and no students shall be barred from an activity because they did not participate in fund-raising.

BOARD ADOPTION/REVISION: May 17, 1994
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 3003

FUND RAISING

1. All requests for fund-raising activities must be submitted to the Superintendent and/or his/her designee for approval at least 30 days before the activity. Requests for fund raising activities not submitted within this timeline may be postponed or denied. Contracts with professional fund raising companies will require approval from the Board of Trustees.
2. In order to minimize interruptions to regularly scheduled instruction, staff shall limit fund-raising activities to appropriate time periods such as recess, lunch time, before or after school whenever possible. Fund raising activities that may interfere with instructional time such as the Read-a-thon or the Book Faire must be approved by the teaching staff and the principal.
3. The principal or designee shall ensure that letters are sent to parents/guardians, all District staff, and/or community members that may be impacted by particular fund raisers.
4. In order to successfully coordinate fund-raising activities, a coordinating committee will convene periodically during the school year for the purpose of developing and maintaining a master fund-raising calendar. Attempts will be made to evenly space fund-raisers throughout the year. The coordinating committee shall be composed of 1 member from each parent group (Montessori, Middle School, Open, Academics and Enrichment) 1 member from the certificated staff, 1 member from the classified staff, 1 member from Lagunitas School Savers, a student council representative or advisor, and 1 administrator and/or his designee. The Superintendent/Principal (or designee) shall report results of committee meeting to the Board of Trustees.
5. In keeping with the concept that school sponsored activities shall raise social awareness, all school groups are encouraged to embark upon fund raising activities for charitable causes outside of the school setting, (eg. food bank, Toys for Joys, etc.)
6. In recognition of the community spirit involved in fund-raising activities all groups engaging in such activities are encouraged to reserve 10% of the profits of their efforts for:
 - . scholarships for students who cannot afford the cost of field trips or other activities
 - . benefit for needy students

- . emergency preparedness for all students/staff
- . emergency program needs

BOARD ADOPTION/REVISION:

October 18, 2011

Lagunitas School District
San Geronimo, California

BOARD POLICY 3004

USE OF NON-TOXIC, HEALTHY AND ENVIRONMENTALLY SOUND
MATERIALS

It is the policy of the Lagunitas School District, that in the selection of construction and maintenance materials, the District shall endeavor, whenever possible, to specify and incorporate the most non-toxic, healthiest and environmentally sound materials and processes available that meet the highest level of structural integrity and life safety as required by the Department of State Architect, the State Fire Marshall and other regulatory agencies.

BOARD ADOPTION/REVISION: September 17, 1996
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3005

INTEGRATED PEST MANAGEMENT

The Lagunitas School District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the Lagunitas School District to provide for the safest and lowest risk approach to control pest problems while protecting students, staff, the environment and the property of the Lagunitas School District.

The Lagunitas School District adopts a least-toxic Integrated Pest Management (IPM) Policy. Under this policy, pests and weeds will be controlled to protect the health and safety of students and staff; to maintain a productive learning environment; and to maintain the integrity of school and office buildings and grounds. Further, it is the policy of the Lagunitas School District to focus on long-term pest prevention and give non-chemical methods first consideration when selecting appropriate control techniques. The full range of alternatives will be considered, giving preference to non-chemical use and then chemicals that pose the least possible hazard to people and the environment.

The least-toxic Integrated Pest Management plan for the Lagunitas School District will contain the following elements:

1. Monitoring to determine pest population levels and identify decisions and practices that could affect pest populations.
2. Modification of pest habitats to deter pest populations and minimize pest infestations.
3. Consideration of a range of potential treatments for the pest problems, including prevention, mechanical, cultural and biological methods of pest control, using synthetic chemical controls only as a last resort and only those chemicals that pose the least possible hazard to people and the environment. Lagunitas School District will not use any Toxicity Category I or Toxicity Category II pesticide product, any pesticide product containing an ingredient known to the state of California to cause cancer, developmental toxicity or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986 or any pesticide product containing an ingredient classified by the United States Environmental Protection Agency as known, possible or probable human carcinogen, possible human carcinogen, reproductive toxin or developmental toxin.

The District Business Manager will act as the IPM coordinator for the Lagunitas School District. The IPM coordinator shall be responsible to provide a status report and

recommended plan to the Superintendent/Governing Board. Included in this plan will be administrative regulations for:

- Overall management and facilities plan listing all proposed products and methods proposed for use
- Procedures for notification to parents, staff and students Procedures for notification to parents, staff and students
- Record-keeping guidelines for any chemical pesticide application
- Education and training for Lagunitas School District personnel
- Approved use, limited use and banned use product lists
- Emergency exemption process

The IPM coordinator shall oversee the implementation of the program consistent with this policy, track all pesticide use and insure the records of pesticide use are available to the public upon request.

BOARD ADOPTION/REVISION: September 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 3005

PESTICIDE MANAGEMENT PRACTICES

Assembly Bill 2260 (Shelley) Stats. 2000, Ch. 718, effective January 1, 2001 (AB 2260) establishes the Healthy Schools Act of 2000.

The Governing Board intends to implement a policy and procedures for pesticide use consistent with AB 2260. These policies and procedures shall include strategies and methods to:

1. Maintain records of all pesticides used at each school site for a period of 4 years.
2. Make the records of pesticide use available to the public upon request.
3. Require that licensed and certified pest control operators include information on any school pesticide application that they perform of their otherwise applicable pesticide use reporting requirements.
4. Provide notice annually to all staff and parents or guardians of pupils enrolled at a school written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year, and allow recipients the opportunity to register with the District to receive information regarding individual pesticide applications.
5. Post warning signs prior to application of pesticides at a school site.

Legal References:

Chapter 5 Part 10.5, Article 4 of the Education Code commencing with Section 17608

Article 17 of Chapter 2 of Division 7 of the Food and Agricultural Code
Chapter 76 Division 103 of the Health Safety Code

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving District objectives. The Board encourages staff to exchange information with other districts and the county office of education about programs, options, and strategies for implementing this policy.

Definitions:

For purposes of this policy, school site shall mean: any facility used for public day care, kindergarten, and elementary school purposes. The term includes buildings or structures, playgrounds, athletic fields, school vehicles, or any other area of school property visited or used by pupils.

Legal Reference:

EDUCATION CODE
17609 Definitions

Records Maintenance:

Each school site shall maintain records of all pesticides used at the site for a period of 4 years, and shall make the information available to the public, upon request pursuant to the California Public Records Act. (Legal Reference: Education Code Section 17611) This requirement may be met by retaining a copy of the warning sign posted for each pesticide application at the school site and recording on that copy the amount of the pesticide used.

Notices of Parents and Guardians

1. The District shall annually provide to all staff, parents or guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notice shall identify the ingredient or ingredients in each pesticide product. The notice shall also contain the internet address used to access information on pesticides and pesticide use reduction development by the Department of Pesticide Reduction pursuant to Section 13184 of the Food and Agricultural Code.
2. The written notification shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredients and the intended date of application.
3. If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the District designee, shall at least 72 hours prior to the application, provide written notification of its intended use.

Notification pursuant to this policy shall be by the least costly manner pursuant to Education Code Section 48980.3, and shall to the extent feasible be included

as part of any other written communication provided to individual parents or guardians.

Pesticide Application

The District designee shall post a warning sign at each area of the school site where pesticides will be applied. The warning sign shall be prominently displayed with the terms "Warning/Pesticide Treated Area" and shall include the product name, manufacturer's name, the United States Environmental Protection Agency's product registration number, intended date and areas of application, and reason for the pesticide application. The warning sign shall be visible to all persons entering the treated area and shall be posted 24 hours prior to the application and remain posted until 72 hours after the application. In the event of an emergency pesticide application, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after application.

Emergency Pesticide Application

Pest control measures taken during an emergency, i.e., wherein the school district designee deems that the immediate use of a pesticide is necessary to protect the health and safety of pupils, staff or other persons, or the school site, shall not be subject to the notification requirements herein. However, the District designee shall make every effort to provide the required notification for an application of a pesticide under emergency conditions.

Legal References:

EDUCATION CODE
17612 Notification of pesticide use
48980.3 Notification of pesticides

Optional Introductory Language

As part of this policy, it is the District's intent to focus on long term preventive or suppression of pest problems through a combination of techniques for monitoring pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard are effective is used in a manner that minimize risk to people, property and the environment, and are used only after careful monitoring.

BOARD ADOPTION/REVISION: September 11, 2001
October 18, 2011

Lagunitas School District San Geronimo, California

BOARD POLICY 3006

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping, or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities.
4. Have been inspected and discovered to be damaged beyond use or repair.

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase is made.

When equipment is acquired under a federal grant with a current per-unit fair market value of \$5,000 or more and is determined to no longer be needed, the awarding federal agency has a right to its share of either the current market value of equipment retained or the proceeds from its sale. The Superintendent or designee shall establish procedures to be used when selling such equipment. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

Legal References:

EDUCATION CODE

- 17540-17542 Sale or lease of personal property by one district to another.
- 17545-17555 Sale of personal property.
- 42991.5 Temporary school bus designation
- 42303 School bus sale to another district
- 60500 Determination of obsolescence
- 60510-60511 Donation or sale
- 60520-60521 Disposition of sale proceeds
- 60530 Methods of destruction

62000.4 Instructional materials program, sunset date

GOVERNMENT CODE

25505 District property; disposition; proceeds

UNITED STATES CODE, TITLE 40

484 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

BOARD ADOPTION/REVISION: September 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 3006

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board may dispose of personal property belonging to the district by any of the following methods:

1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising.
2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Notice for bids shall be posted in at least three public places in the district for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, published within the district. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee.
3. Without advertising for bids, the Board may sell the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law. In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing and handling.
4. Without advertising for bids, the Board may sell or lease the property to agencies of federal, state or local government or to any other school district. In such cases, the price and terms of the sale or lease shall be fixed by the Board and approved by the County Superintendent of Schools.
5. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping.

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes.

Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent.

Surplus or undistributed obsolete instructional materials, which are unusable, or which cannot be distributed as specified above may be disposed of by either of the following:

1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price.
2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice.

School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met:

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.
4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

BOARD ADOPTION/REVISION: September 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 3007

DISPOSAL OF EXCESS PROPERTY

The Superintendent shall report to the Board the possession of any school district property which is considered excess personal property, and recommend its disposition by the Board.

When the value is less than \$500 as certified by unanimous action of the Board, the Board may direct the Superintendent to sell the property.

When the value is more than \$500 as certified by unanimous action of the Board, the Board may direct the Superintendent to advertise, as required by law, receive bids and report the results of the bids to the Board for its decision. Property sold to other school districts need not be sold through a bid process.

The disposal of excess real property shall be handled as a separate issue at the time such property is declared excess by the Board.

The Superintendent shall designate the District Business Manager responsible for the disposition of unusable property according to law and District Policy.

The District Business Manager shall be guided by the following considerations in the order listed:

1. The District Business Manager may receive offers for purchase of excess property at any time.
2. A listing of proposed excess property shall be circulated and posted within the district to confirm that proposed property is indeed excess.
3. Proposals for bid, sale, trade or credit, shall appear on a school board agenda before disposition has been finalized and is subject to the approval of the Board. A proposed range of sale price shall be included.
4. Unanimous Board approval is required to dispose of excess property and confirm price range proposed.
5. The District Business Manager shall provide a report to the Board after sale or other disposition of excess property. This report shall be presented as an addendum to the monthly order of payroll and bills.

6. Property that is unusable and unsalable, such as broken furniture, shall be scrapped with the approval of the District Business Manager, according to the provisions under Education Code 39521 (b) which requires Board confirmation. A record of such scrapping of property shall appear as such on the District's inventory of fixed assets.

Legal References:

EDUCATION CODE

39521

39520

39512

BOARD ADOPTION/REVISION: September 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3008

BUDGET

The Governing Board accepts responsibility for adopting a budget that is compatible with the district's educational goals and states, in terms of resources, the services it plans to provide during the period covered by the budget.

The Board shall establish and maintain a reserve that meets or exceeds the requirement of law.

The Superintendent or designee shall determine the manner in which the budget is developed and shall schedule the budget adoption process in accordance with the single budget adoption process.

The Board encourages public input in the budget development process and shall hold public hearings in accordance with law.

If the Governing Board neglects or refuses to make a school district budget as prescribed by the California Education Code, the County Superintendent of Schools shall not make any apportionment of state or county school money for the current school year, and the County Superintendent of Schools shall notify the appropriate county official that he or she shall not approve any warrants issued by the School District.

Legal References:

EDUCATION CODE

- 33127 Development of standards and criteria for local budgets and expenditures
- 33128 Standards and criteria
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 35161 Powers and duties, generally, of governing boards
- 42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
- 42103.3 Public budget information; CDE sampling and suggested improvements
- 42122-42129 Budget requirements

CODE OF REGULATIONS, TITLE 5

- 15440-15452 Criteria and standards for school district budget

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 3008

BUDGET

The district budget shall be prepared annually from the best possible estimates that individual schools and district administrative staff can provide. Appropriate consolidation shall occur as the budget progresses through the various levels of review.

The district budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education.

The Board will actively seek public input into the process of budget development and review.

Before adopting the budget, the Governing Board shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing.

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected.

Any district resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard.

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review.

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenue and expenditures which are necessary.

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8.

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District San Geronimo, California

BOARD POLICY 3009

TRANSFER OF FUNDS

Between Categories

Transfers may be made from the fund balance to any expenditure classification or between expenditure classifications at any time by a written resolution of the Board of Trustees filed with the county superintendent of schools and the county auditor. A resolution providing for the transfers shall be approved by a majority vote of the members of the Board of Trustees.

At the close of the school year the district may, by a majority vote of the governing board, request the county superintendent of schools to make transfers between the fund balance and any expenditure classifications or balance any expenditure classifications of the budget as are necessary to permit the payment of obligations of the district which were incurred during the school year.

Between Funds

The Board of Trustees may direct, by a majority vote, that monies held in any special fund may be temporarily transferred from one or more of these funds to another fund to be used for the payment of obligations of the District, with limitations as set by Education Code 42603.

Legal References:

EDUCATION CODE

42600 District budget restriction on expenditure.

42601 Transfers between funds to permit payment of obligations at close of year.

42603 Transfer of special or restricted fund moneys.

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3010

STATEMENT OF BUDGET IMPLEMENTATION PRINCIPLES

The Governing Board places the responsibility for administering the budget with the Superintendent of Schools upon the adoption of the Operating Budget. In order to allow the Superintendent to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

All actions of the Superintendent, or (a) duly designated employee(s) of the District, in executing the programs and/or activities as set forth in the adopted Operating Budget of the District, are authorized to implement said programs and/or activities, subject, however, to continuous review by the Board of Trustees, and further limited to the following express provisions:

1. All expenditure of funds for the employment and assignment of personnel meet the legal requirements of the Education Code of the State of California and adopted Board policies.
2. All expenditures so authorized are fully funded within the operating budget as adopted by the Board.
3. A complete listing of expenditures for supplies, materials, and services are listed periodically for Board approval and/or ratification.
4. All purchases are made in accordance with the requirements of the Education Code of the State of California and adopted Board policy.
5. All budget actions are consistent with other California laws and with other policies of the Lagunitas School District.
6. Appropriate financial reports are given to the Board periodically for Board control purposes.

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3011

BIDS

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In addition, formal bids may be required whenever it appears to be in the best interest of the district.

To ensure that good value is received for funds expended; specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Governing Board may require pre-qualification procedures as allowed by law and specified in administrative regulation. A copy of any applicable administrative regulations shall be provided to bidders with all bid specifications.

Advertised Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. Public project includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased or operated facility.

Competitive bids shall be sought through advertisement for contracts exceeding \$54,900 (this amount is adjusted annually by the superintendent of public instruction) for the following:

1. The purchase, rent or lease of equipment, material or supplies;
2. Services, not including construction services, professional services or advice, and insurance services;
3. Repairs, including maintenance that is not a public project.

Maintenance work means routine, recurring and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or

custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup.

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected.

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders.

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20116 for contracting after competitive bidding.

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened.

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the products offered, and both the post-consumer and secondary waste content.
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district
 - d. A bidder's bond executed by an admitted surety insurer and made payable to the district.

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded.

3. Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.
4. When two or more identical bids are received, the Board may determine by lot which bid shall be accepted.

5. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
6. After being opened, all submitted bids shall be made available for review by all interested parties.

Bids Not Required

Upon a case-by-case determination that it is in the best interests of the district and to the extent permitted by law, the Board may authorize the purchase, lease or contract for equipment and supplies through a public corporation or agency without advertising for bids.

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks and instructional computer software packages may be purchased without taking estimates or advertising for bids.

In an emergency when repairs, alterations, work or improvement to any school facility is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids.

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.

Sole Sourcing

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words, "or equal."

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply:

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.
3. Only one brand name is known, or
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications or not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within three working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within five working days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest.

Legal References:

EDUCATION CODE

- 17595 Purchase of supplies through Department of General Services
- 38110 Purchase of standard supplies and equipment
- 38111 Purchases by district governing board
- 38112 Purchases of necessary school supplies and equipment
- 39802 Transportation bids and contracts for service

GOVERNMENT CODE

- 4330-4334 Preference of California-made materials
- 6252 Definitions for California Public Records Act
- 53060 Special Services and advice

PUBLIC CONTRACT CODE

- 2000-2001 Responsive bidders
- 3400 Preference for materials
- 12161 Definitions, recycled paper products
- 12168 Preference for purchase of recycled paper products
- 12169 Bidders to specify percentage of recycled paper product
- 12200 Definitions, recycled materials, goods, and supplies
- 12210 Purchase of recycled products preferred
- 12213 Specification by bidder of recycled content
- 20107 Bidder's security
- 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

- 20189 Bidder's security, earthquake relief
- 22002 Definition of public project
- 22032 Dollar amount limits for public projects
- 22050 Alternative emergency procedures

BOARD ADOPTION/REVISION: December 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3012

CONTRACTS

The Superintendent or designee may enter into contracts on behalf of the district. All contracts must be approved or ratified by the Board.

All Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

The Superintendent shall decide on a case by case basis which contracts shall include an arbitration clause.

The district upholds state nondiscrimination laws. All contracts made by the district shall contain a nondiscrimination clause in accordance with law.

Legal References:

EDUCATION CODE

200-262.4 Educational Equity

14505 Withholding percentage of audit fee until certification of conformance to audit guide; appeal.

17595-17606 Contracts

45103.5 Contracts for management consulting services related to food service; restrictions; application

CIVIL PROCEDURES CODE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

6705 Trench excavation

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Preference for materials

22300 Performance retentions

TITLE VII, CIVIL RIGHTS ACT, as amended by Title IX, Equal Employment Opportunity Act

BOARD ADOPTION/REVISION: December 11, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3013

EXPENDITURES/EXPENDING AUTHORITY

The Superintendent or designee may purchase supplies, materials, equipment, and services in accordance with Board policy and administrative regulations. Such purchases shall not exceed the bid limits imposed by law.

The Superintendent or designee shall maintain a balanced budget. He/she may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if:

1. He/she obtains Board approval, or
2. If an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board.

The Board, recognizing that prompt payment of bills improves efficiency and allows the District to take advantage of time discounts, authorizes the Superintendent or designee to make payment upon receipt of invoice provided the amount of payment does not exceed the cost shown on the purchase order by 10%.

No district funds shall be expended for the purchase of alcoholic beverages.

All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board every 60 days.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

All agreements entered into by the Superintendent or designee on behalf of the Board shall be ratified by the Board at the following Board meeting.

California law prohibits the purchase of alcoholic beverages with public funds. As necessary, an employee shall refund the district for such expenditures. (Education Code 32435)

Legal References:

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents

17605 Delegation of authority to purchase supplies, equipment and services; limitations on expenditures; review; personal liability.

32435 School fund expenditures for alcoholic beverage purchases; prohibition; refund of erroneous reimbursements.

35010 Control of district; prescription and enforcement of rules

35035 Additional powers and duties of superintendent

35272 Educational and athletic materials

41010 Accounting system; requirements for accounting manual

41014 Requirement of budgetary accounting

PUBLIC CONTRACT CODE

20111 Contracts; bidding

BOARD ADOPTION/REVISION: December 11, 2001

October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 3014

PURCHASING

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

Insofar as possible, goods and services purchased will meet the needs of the district as well as the person or department ordering them at the lowest price consistent with standard purchasing practice. Life cycle costs and functionality shall be considered when determining the most economical purchase price.

All purchases must be approved by the administrator responsible for the school site. Standard purchase order forms shall be used. When possible, requirements shall be determined well in advance of the necessary delivery date.

Purchase orders shall be processed in a manner most beneficial to the district. The Superintendent or designee shall approve or disapprove on the basis of consistency with the policies, regulations, and practice of the District and shall notify the originator of the action taken.

All purchases shall be made by formal contract, purchase order, or written preauthorization by the appropriate administrator.

Legal References:

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents.

17605 Delegation of authority to purchase supplies, equipment and services; limitations on expenditures; review; personal liability.

35250 Duty to keep certain records and reports.

BOARD ADOPTION/REVISION: January 22, 2002
October 18, 2011

Lagunitas School District
San Geronimo, California

BOARD POLICY 3015

ASSOCIATED STUDENT BODY – ACCOUNTING MANUAL

On September 13, 2005 the Lagunitas School District Board of Trustees adopted the "Associated Student Body Accounting Manual and Desk Reference 2005" authored by the Fiscal Crisis and Management Assistance Team.

BOARD ADOPTION/REVISION: September 13, 2005
October 18, 2011