




BULLETIN

SUBJECT: Compliance Review **2018-19 NO. BS-11**

TO: All School Principals

DATE: August 2, 2018

PREPARED BY: Karen Wiker **DEPARTMENT:** Internal Audit

REVIEWED BY: Lisa Allen, **APPROVED:** 
Deputy Superintendent

We appreciate your assistance in ensuring your school site is in compliance with the federal and state regulations, Sac City Board Policies and District Procedures discussed at the Principals meeting on August 2, 2018. The following is a recap of the topics reviewed:

- Bell Schedules
 - All bell schedules and signed instructional minutes templates need to be approved by Internal Audit prior to implementation. Failure to meet the required instructional minute requirements can result in a loss of ADA for all district students in any grades out of compliance. Shortages discovered before the end of the school year will require make-up bell schedules, which require negotiations and compensation for excess contract minutes.
- Kindergarten Continuance Forms
 - All students enrolled for a second year of Kindergarten require a Kindergarten Continuance form dated before the first date of the second year of Kindergarten. All forms must be submitted to Internal Audit for review to ensure compliance. Failure to have an accurately completed form may result in a loss of ADA for the entire second year of Kindergarten.
- LCFF Surveys
 - LCFF Survey forms should be completed by all families and returned to Technology Services in a timely manner. Participation will assist with maximum LCFF funding opportunities.
- Student Body Fundraising and District Wellness Policy
 - All school site staff should follow the District's policies and procedures for student fundraising. The sale of food and drink items is subject to federal and state regulations. All District staff is required to follow the District's Wellness Policy: <http://www.scusd.edu/post/scusd-school-wellness-policy>. This applies to food and drinks provided to staff as well. Non-compliant items, including those purchased using petty cash, will no longer be reimbursed.

- Donations
 - Board Policy 3290 and District Donation and Gift Guidelines outline the process for Board acceptance of any donations and gifts. Included in this process is the requirement to complete a Record of Donations and Gifts Form (ACC-F022). A bulletin regarding the process will be uploaded to the Principal's Bulletin Board in the next week. The form will not be required for elective donations made for field trips, P.E. clothes, and enrichment classes. Donations made through a third party are not tax deductible to donors.
 - Please make all deposits in a timely manner and forward any documents used to request the funds such as flyers sent to the community.
 - We will go over the form in more detail at the Office Managers Meeting next week. Our staff is available at any time for training at the sites.

cc: Iris Taylor, Ed. D, Chief Academic Officer
Mary Hardin Young, Instructional Assistant Superintendent
Tu Moua-Carroz, Instructional Assistant Superintendent
Olga Simms, Instructional Assistant Superintendent
Chad Sweitzer, Instructional Assistant Superintendent