

**KIT CARSON UNION SCHOOL DISTRICT  
BOARD MEETING & LOCAL CONTROL ACCOUNTABILITY PLAN MEETING AGENDA**

March 18, 2015; 6:30 pm  
Kit Carson Staff Room, 9895 Seventh Avenue, Hanford, California

- 1. Open session**
  - a. Call to order
  - b. Members present
  - c. Pledge to the flag
- 2. Public comments & public hearings**
  - a. Public comment: In order to ensure that members of the public are provided a meaningful opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time that matter's is taken up by the Board. Presentations are limited to 3-5 minutes per person, per topic.
  - b. Local Control Accountability Plan (LCAP) input. Pursuant to Education Code 52060(g) the Board welcomes public input on topics related to the District's LCAP. Input from community members during this portion of the meeting will be used to guide district personnel in planning, writing, implementing, and updating the LCAP. The superintendent will provide a written response upon request. The LCAP is available on the district's web site at [www.kitcarsonschool.com](http://www.kitcarsonschool.com).
- 3. Presentations, reports and communications**
  - a. Review calendar events
  - b. Staff reports
  - c. Board member reports
  - d. Superintendent report
- 4. Information items**
  - a. First Reading of Board Policy 1312.3(a) and Administration Regulation 1312.3(a)
- 5. Consent items**
  - a. Consider approving the Regular Board minutes of February 18, 2015
  - b. Review and approve the Bills and Warrants
- 6. Action items**
  - a. Consider approving the Memorandum of Understanding between Lakeside School District and Kit Carson Union School District
  - b. Consider approving the Agreement between Kit Carson Union School District and one of three Energy Conservation Services to supply Prop 39 funds
  - c. Consider approving the Agreement between Kings County Superintendent of Schools for the Kings County Beginning Teacher Support and Assessment Induction Consortium and Kit Carson Union School District
  - d. Consider approving and accepting the second reading of certain Board Policies and Administrative Regulations for the purpose of updating them
  - e. Consider approving the Collaboration Agreement between the Kings County Office of Education and Local Educational Agencies
  - f. Consider approving the Request for Allowance of Attendance
  - g. Consider approving the purchase of new laptops

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- h. Consider accepting a donation from Target

**7. Financial**

- a. Consider approval of the Second Interim Report
- b. Consider approving Resolution 1415-05; The Matter of adopting the Budget Revisions

**8. Future Planning and Adjournment**



- a. Next Regular Board meeting: April 15, 2015
- b. Future board agenda items:
- c. Adjourn meeting

**Closed Session:** Pursuant to Government Code Section 54956.9, trustees may wish to adjourn to Closed Session to discuss one or more of the items listed below. The items to be discussed shall be announced in accordance with Government Code 54954.5 and/or under Education Code provisions. Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 9895 7th Ave., Hanford, CA during normal business hours.

**Closed Session:** Employee evaluation and Performance

# March 2015

TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 2:05 Collaboration & Planning Meeting	3 PTC Meeting 6:30	4 6th gr. Outdoor Ed  Site Council 3:15 PM	5 6th gr. Outdoor Ed  BEST DAY ID#3423 ID#2987 ID#2733	6 6th gr. Outdoor Ed  End of Second Trimester	7 Basketball Tournament at Hanford Christian
8	9 Cabinet Meeting 9:15  Faculty meeting/ Collaboration c1:35 PM Rm 32  6:30 - 4-H Mtg	10 GRADES DUE FOR REPORT CARDS & ELIGIBILITY  12:45 to 3:45 pm K Roundup	11 Coaching day  12:45 to 3:45 pm K Roundup AD Meeting 3:40	12 11:00 am to 2:00 pm 3rd graders to FARM DAY at Kings County Fairgrounds	13 REPORT CARDS GO HOME  Tiger Society Permission slips	14
15	16  Parent Conferences 1:45 - 4:15 pm	17 	18 K-2 2nd Trimester Awards Ceremony  Board Meeting 6:30	19 3-5 2nd Trimester Awards Ceremony	20 6-8 2nd Trimester Awards Ceremony	21
22	23 Cabinet Meeting 9:15  Faculty meeting/ Collaboration 2:05 PM Rm 32	24	25 5:15 am - 7:30 pm 7th graders to Monterey Bay Aquarium	26 Citizenship lunch 11:30 K-3 12:00 4-8	27 Track Meet 1:30-3:45	28
29	30 Spring Break	31 Spring Break				

Tiger Society-TBD

# April 2015

**TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break
5	6 Spring Break	7 School resumes  PTC Meeting 6:30	8 Book fair viewing	9 Book fair viewing  BEST DAY ID#2652 ID#2437 ID#2812  CST testing window opens (5 & 8 Science)	10 Storybook parade	11
12	13 Book Fair  Cabinet Meeting 9:15  Faculty meeting 2:05 PM Rm 32  6:30 - 4-H Mtg	14 Book Fair	15 Book Fair  CAASPP testing window opens (3-8)  Board Meeting 6:30	16 Book Fair	17 Book Fair  8th to Mariposa	18  PTC SPRING FLING
19	20 2:05 PL Day Room 32	21 GRADES DUE for Eligibility/Progress Reports	22	23	24 PROGRESS REPORTS GO HOME  8:30 -2:00 - 2ndgraders to Fresno Zoo	25
26	27 Cabinet Meeting 9:15  Faculty meeting 2:05 PM Rm 32	28	29	30 Citizenship lunch 11:30 K-3 12:00 4-8		

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Todd Barlow, Superintendent/Principal

DATE: March 5, 2015

For: ( X ) School Board  
( ) Superintendent's Cabinet

For: ( X ) Information  
( ) Action

**Date you wish to have your item considered:**

March 18, 2015

**Item:**

First reading of Board Policy 1312.3 and Administrative Regulation 1312.3; Uniform Complaint Procedures

**Purpose:**

The Board Policy and Administrative Regulation have been revised per state requirements

**Fiscal Impact:**

N/A

**Recommendation:**

Approval

# KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT

## Community Relations

### UNIFORM COMPLAINT PROCEDURES

BP 1312.3 (a)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics **in any program or activity conducted by the district, which is funded directly by, or that receives or benefits from any state financial assistance. (GC § 11135, EC §§ 200, 220, 234.1, 5 CCR § 4610, PC § 422.55) ~~(5 CCR 4610)~~**

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

(cf. 5131.2 - Bullying)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)

***A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.***

(cf. 3260 - Fees and Charges)  
(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. ~~Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.~~

***Kit Carson Union Elementary School District shall ensure that complainants are protected from retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.***

7. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or

where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, **unlawful** discrimination, **harassment**, **intimidation** or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained. (*EC §234.1; 5 CCR §4621*).

(*cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information*)

(*cf. 5125 - Student Records*)

(*cf. 9011 - Disclosure of Confidential/Privileged Information*)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(*cf. 4131 - Staff Development*)

(*cf. 4231 - Staff Development*)

(*cf. 4331 - Staff Development*)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(*cf. 3580 - District Records*)

### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination, **harassment**, **intimidation and bullying** shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.



4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014  
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013  
Dear Colleague Letter: Sexual Violence, April 2011  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

# KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT

## Community Relations UNIFORM COMPLAINT PROCEDURES

### AR 1312.3 (a)

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

### Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination, **harassment, intimidation and bullying**. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

Superintendent/Principal  
9895 7<sup>th</sup> Avenue  
Hanford, CA 93230  
(559) 582-2843  
tbarlow@kitcarsonschool.com

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, **harassment, intimidation and bullying**, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*  
*(cf. 9124 - Attorney)*

## UNIFORM COMPLAINT PROCEDURES

### AR 1312.3 (b)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination **harassment, intimidation and bullying** laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination, **harassment, intimidation and bullying**.
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

- c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, **harassment, intimidation or bullying**. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

*(cf. 0460 - Local Control and Accountability Plan)*

- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

### **District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, **unlawful** discrimination, **harassment, intimidation and** bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

### **Filing of Complaint**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

***A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. (5 CR §4630 (c)(2).***

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical

and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, ~~including discriminatory~~ harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, **harassment, intimidation or bullying** or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, **harassment, intimidation, or bullying**. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination, harassment, intimidation, and bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination, harassment, intimidation and bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, **harassment, intimidation** or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, *harassment, intimidation and* bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not

to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

### **Final Written Decision**

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination, **harassment, intimidation or bullying** has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct



- c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
  - b. Individual remedies offered or provided to the subject of the complaint
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

- 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination, **harassment, intimidation or bullying** complaints based on federal law. (Education Code 262.3)
- 3. Complaints alleging discrimination, **harassment, intimidation or bullying** based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination, **harassment, intimidation or bullying**.

### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, **unlawful** discrimination, **harassment, intimidation** or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, **unlawful** discrimination, **harassment, intimidation** or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that

constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians *subject to procedures established through regulations adopted by the state board* (Education Code 49013(d); 52057.5 ~~CCR 4600~~)

*Kit Carson Union Elementary School District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint. (5CCR § 4600(u))*

#### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

**Regulation approved:**

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Todd Barlow, Superintendent/Principal

**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** February 20, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item**

Consider approving the minutes of the Regular Board meeting of February 18, 2015

**Purpose:**

Review for approval

**Fiscal Impact:**

None

**Recommendation:**

Consideration for approval

# KIT CARSON UNION SCHOOL DISTRICT

## Minutes of Regular Board Meeting of February 18, 2015

6:30 pm

### 1. OPEN SESSION

- a) Call to Order: Andy Atsma, President called the meeting to order at 6:35 pm
- b) Members present: Andy Atsma, Eliza Carlson, Jasmine Costa and Sheree Deniz. Trustee Joe Oliveira was absent. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Shelley Leal, Robert Inabnit, Robin Jones, Zoey Chmielewski, Jason Chmielewski and Robby Scott.
- c) Zoey Chmielewski led the pledge to the flag

### 2. Public comments and public hearings

- a) Mr. Chmielewski expressed his concern in regards to only having one sixth grade teacher for next year. He inquired if the district is looking into hiring another teacher.  
Mr. Chmielewski said he likes what the district is doing with technology and would like to see tech devices being available and used by all the students. His daughter, Zoey Chmielewski, presented a Chromebook presentation using a program called Prezi.
- b) Mr. Barlow presented a Powerpoint reviewing the Local Control Accountability Plan, and discussed the changes to the funding program, including supplemental grant, concentration grant, the additional grade span funding requirement of a 24:1 ratio, and stated that all funding ties into the eight area of state priority. Mr. Barlow presented data to show how Kit Carson is meeting and exceeding the goals outlined by the state in each of the eight areas of state priority.

### 3. Presentation, reports and communications

- a) Mr. Barlow reviewed the calendar of events for the month of February and March. He mentioned that the 5th graders will visit Fresno State University on Feb. 26th; the Hanford High Counselors will be on campus on Feb. 24th to register the out-going 8th graders, and on Feb. 27th it is D.E.A.R. Day which means drop everything and read!
- b) **Board and staff comments:**
  - i. Margaret DeSantos reported that Kit Carson has 389 students and Mid Valley Charter School has 18 students enrolled.
  - ii. Robin Jones reported that as of Feb. 20th the district will have 28 special ed students. She stated that 28 is the case limit for special education teachers. Should we enroll another student with special ed needs, then the district would need to hire another special ed teacher.  
Mrs. Jones also mentioned that Mrs. Kanagawa's is reviewing applications of former students who are graduating and applying for scholarships.
  - iii. Shelley Leal reported that she is working on the Second Interim Report and the Budget for Board approval.
  - v. Robert Inabnit reported that Carlos Marroquin will be out for 6 months due to a shoulder surgery, not work related. He also stated that the new bus had mechanical problems, but is being worked on and it is under Warranty.

**Board:**

Trustee Carlson - No report

Trustee Costa - No report

Trustee Deniz - No report

Trustee Atsma - No report

**c) Superintendent's Report**

Mr. Barlow reported that Mrs. Awbrey is out for the duration of the school year on medical leave, and as Robert reported earlier Carlos will be out for 6 months.

**4. Information items**

**a) Local Control Accountability Plan information**

Mr. Barlow reported that his previous presentation covered this report.

**b) Review Quarterly Report on Williams Uniform Complaints**

Mr. Barlow reported that there are no complaints.

**c) First reading of certain Board Policies and Administrative Regulations**

Mr. Barlow inquired of the Board members if they had any questions regarding the updates to Board Policies or Administrative Regulations. They did not raise any questions, and Mr. Barlow encouraged any of them to contact him if they have any questions.

**5. Consent items**

**a) Consider approving the Regular Board minutes of January 21, 2015 and Special Board Meeting minutes of January 28, 2015**

It was moved by Trustee Deniz to approve the minutes as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

**b) Review and accept Bills and Warrants**

The Bills and Warrants were submitted by Shelley Leal. It was moved by Trustee Carlson to accept the Bills and Warrants as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

## 6. Actions items

### a) Consider approving the Inter-District Request for 2014-2015 school year

It was moved by Trustee Deniz to approve the inter-district request as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

### b) Consider approval of the updates to the School Safety Plan

Mr. Barlow stated the Assessment portion of the School Safety Plan has be update to include the three school crimes. These crimes were reported to the local authority and the crimes are detailed in the School Safety Plan. It was moved by Trustee Carlson to approve the Plan as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

### c) Consider approving the District Calendar for 2015-2016 school year

Mr. Barlow review the District calendar and the Instructional minutes. He stated that the Kit Carson Teachers Union have reviewed and approved the calendar. It was moved by Trustee Deniz to approve the calendar as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

## 7. Financial

### a) None

### **Future Planning and Adjournment:**

Next meeting: Wednesday, March 18, 2015 6:30 pm

Future Planning: Discussion regarding two board meetings in June.

Meeting adjourned at 7:24 pm. No closed session.

Date: \_\_\_\_\_

\_\_\_\_\_  
Andy Atsma, President

\_\_\_\_\_  
Sheree Deniz, Clerk of the Board

\_\_\_\_\_  
Todd Barlow, Superintendent/Principal

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Shelley Leal, Chief Business Officer

**DATE:** March 10, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Bills and Warrants

**Purpose:**  
Review and accept Bills and Warrants

**Fiscal Impact:**  
None

**Recommendation:**  
Consideration for approval



# School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	9	\$7,090.06
Credit Card Payments	1	\$759.79

Grand Total for Payments Dated: 02/13/2015 \$7,849.85

☒ Authorized Officer/Employee *Todd Paul*  
Or  
☐ Board Members \*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

## Commercial Payment Register For Payments Dated: 02/13/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12483669	14	ARAMARK UNIFORM SERVICE	PV - 142048	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12483670	1218	CITY OF HANFORD UTILITY	PV - 142054	0100-0000-0-0000-8200-550030-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Water/Sewer	<b>\$88.15</b>
					Total For Fund Number: 0100		\$79.93
12483671	1097	DE LAGE LANDEN	PV - 142053	0100-1100-0-1110-1000-560005-000	State Lottery	<b>Total Amount of Payment:</b> Maintenance Agreement-Copies	<b>\$</b>
					Total For Fund Number: 0100		\$213.60
12483672	104	EMPLOYMENT DEVELOPMENT	PV - 142056	0100-0000-0-0000-7150-350100-000	Unrestricted Resources	<b>Total Amount of Payment:</b> State Unemployment Insurance, certificated	<b>\$213.60</b>
					Total For Fund Number: 0100		\$566.70
12483673	331	GAS COMPANY, THE	PV - 142049	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Gas	<b>\$566.70</b>
					Total For Fund Number: 0100		\$712.82
12483674	285	ROE OIL CO.	PV - 142050	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Matl & Suppl. -Gasoline/Diesel Fuel	<b>\$712.82</b>
					Total For Fund Number: 0100		\$861.79
					Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$44.21
					Total For Fund Number: 0100		\$906.00
12483675	897	SCHOOL PATHWAYS LLC	PV - 142052	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$906.00</b>
					Total For Fund Number: 0900		\$150.00
12483676	330	SO CALIF EDISON CO	PV - 142051	0100-0000-0-0000-8200-550020-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Electricity	<b>\$150.00</b>
					Total For Fund Number: 0100		\$4,346.92
12483677	1228	TEIXEIRA, SHARNAY	PV - 142047	0100-0332-0-0000-2700-430004-000	LCFF Supplemental/Concentration Grant	<b>Total Amount of Payment:</b> Medical Supplies	<b>\$4,346.92</b>
					Total For Fund Number: 0100		\$25.94
14010143	1093	CALTRONICS BUSINESS SYS	PV - 142055	0100-1100-0-1110-1000-560005-000	State Lottery	<b>Total Amount of Payment:</b> Maintenance Agreement-Copies	<b>\$25.94</b>
					Total For Fund Number: 0100		\$759.79
					<b>Total Amount of Payment:</b>		<b>\$759.79</b>

**Commercial Payment Register**  
**For Payments Dated: 02/13/2015**

Page 1 of 1  
3/10/2015 1:19:10PM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$7,699.85
0900	\$150.00
	<u>\$7,849.85</u>

Total # of Payments: 10

Total # of Payments: 10

Grand Total: \$ 7,849.85

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$712.82
		Unrestricted Resources	\$79.93
		Unrestricted Resources	\$566.70
		Unrestricted Resources	\$861.79
		Unrestricted Resources	\$44.21
		Unrestricted Resources	\$88.15
		Unrestricted Resources	\$4,346.92
		Total for Resource 0000	\$6,700.52
		LCFF Supplemental/Concentration Gran	\$25.94
		Total for Resource 0332	\$25.94
	1100	State Lottery	\$759.79
		State Lottery	\$213.60
		Total for Resource 1100	\$973.39
	0900 Charter Schools Fund	Total for Fund 0100	\$7,699.85
		LCFF Supplemental/Concentration Gran	\$150.00
		Total for Resource 0332	\$150.00
		Total for Fund 0900	\$150.00
		Total for District 18	\$7,849.85

# Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$7,849.85

Warrant Register For Warrants

Dated 02/13/2015

3/10/2015 1:19:36PM

Warrant Number	Vendor Number	Vendor Name	Amount
12483669	14	ARAMARK UNIFORM SERVICES	\$88.15
12483670	1218	CITY OF HANFORD UTILITY SERVIC	\$79.93
12483671	1097	DE LAGE LANDEN	\$213.60
12483672	104	EMPLOYMENT DEVELOPMENT DEPT	\$566.70
12483673	331	THE GAS COMPANY	\$712.82
12483674	285	ROE OIL CO.	\$906.00
12483675	897	SCHOOL PATHWAYS LLC	\$150.00
12483676	330	SO CALIF EDISON CO	\$4,346.92
12483677	1228	SHARNAY TEIXEIRA	\$25.94
Total Amount of All Warrants:			\$7,090.06

**Credit Card Register For  
Payments Dated 02/13/2015**

Document Number	Vendor Number	Vendor Name	Amount
14010143	1093	CALTRONICS BUSINESS SYSTEMS	\$759.79
<b>Total Amount of All Credit Card Payments:</b>			<b>\$759 . 79</b>

# School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	16	\$8,676.61
Credit Card Payments	3	\$1,169.13
Grand Total for Payments Dated:	02/20/2015	\$9,845.74

☐ Authorized Officer/Employee

Or

☐ Board Members \*

Ted B. B.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.



**Warrant Register For Warrants**  
**Dated 02/20/2015**

3/10/2015 1:20:17PM

Warrant Number	Vendor Number	Vendor Name	Amount
12484112	14	ARAMARK UNIFORM SERVICES	\$88.00
12484113	20	AT&T	\$578.39
12484114	988	Central Valley Support Service	\$35.00
12484115	1242	FARONICS TECHNOLOGIES USA INC.	\$640.00
12484116	900	BECKY HOFER	\$19.36
12484117	1225	INFINITY COMMUNICATIONS AND CO	\$67.58
12484118	1118	J. J. KELLER & ASSOCIATES INC	\$197.92
12484119	1151	MEDALLION SUPPLY	\$383.78
12484120	222	MICHAEL'S PLUMBING SUPPLIES	\$122.97
12484121	1046	MULTI-TECH MOBILE SERVICE	\$998.08
12484122	268	PRODUCERS DAIRY FOODS INC	\$2,767.57
12484123	285	ROE OIL CO.	\$869.47
12484124	902	ERIKA ROPER	\$46.92
12484125	836	SOUTHWEST SCHOOL & OFF. SUPPLY	\$71.07
12484126	206	SYSCO FOOD SERVICES	\$1,548.62
12484127	1136	US BANK	\$241.88
<b>Total Amount of All Warrants:</b>			<b>\$8,676.61</b>

**Credit Card Register For  
Payments Dated 02/20/2015**

Document Number	Vendor Number	Vendor Name	Amount
14010243	39	BUDDY'S TROPHY SUPPLY	\$306.38
14010244	225	MILLER'S RENTALAND INC	\$18.75
14010245	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,169.13</b>

## Commercial Payment Register

### For Payments Dated: 02/20/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12484112	14	ARAMARK UNIFORM SERVICE	PV - 142058	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.00
					Total For Fund Number: 0100		\$88.00
12484113	20	AT&T	PV - 142057	0100-0000-0-0000-8200-590010-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Communications - Telephone	\$88.00
					Total For Fund Number: 0100		\$578.39
12484114	988	Central Valley Support Service	PV - 142073	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	\$578.39
					Total For Fund Number: 0100		\$578.39
12484115	1242	FARONICS TECHNOLOGIES	PO - 150075	0100-0000-0-0000-2700-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	\$35.00
					Total For Fund Number: 0100		\$35.00
12484116	900	HOFER, BECKY	PV - 142076	0900-0000-0-1110-1000-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	\$640.00
					Total For Fund Number: 0900		\$640.00
12484117	1225	INFINITY COMMUNICATIONS	PV - 142074	0100-0000-0-0000-7200-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	\$19.36
					Total For Fund Number: 0100		\$19.36
12484118	1118	J. J. KELLER & ASSOCIATES	PV - 142059	0100-0000-0-0000-3600-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	\$67.58
					Total For Fund Number: 0100		\$67.58
12484119	1151	MEDALLION SUPPLY	PV - 142061	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	\$197.92
					Total For Fund Number: 0100		\$197.92
12484120	222	MICHAEL'S PLUMBING SUPPLY	PV - 142060	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	\$383.78
					Total For Fund Number: 0100		\$383.78
12484121	1046	MULTI-TECH MOBILE SERVICE	PV - 142064	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	\$68.12
					Total For Fund Number: 0100		\$68.12
					Total For Fund Number: 0100		\$54.85
					Total For Fund Number: 0100		\$122.97
					Total For Fund Number: 0100		\$122.97
					Total For Fund Number: 0100		\$182.65
					Total For Fund Number: 0100		\$588.81

## Commercial Payment Register

For Payments Dated: 02/20/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12484121	1046	MULTI-TECH MOBILE SERV	PV - 142062	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$226.62
					Total For Fund Number: 0100		\$998.08
12484122	268	PRODUCERS DAIRY FOODS I	PV - 142070	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$998.08
					<b>Total Amount of Payment:</b>		\$1,516.86
			PV - 142070	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$154.83
			PV - 142068	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$4
			PV - 142069	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$395.24
			PV - 142075	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$271.81
					Total For Fund Number: 1300		\$2,767.57
12484123	285	ROE OIL CO.	PV - 142078	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$2,767.57
					<b>Total Amount of Payment:</b>		\$869.47
12484124	902	ROPER, ERIKA	PV - 142072	0100-1100-0-1110-1000-430000-003	State Lottery		\$869.47
					Total For Fund Number: 0100		\$46.92
12484125	836	SOUTHWEST SCHOOL & OFF	PV - 142066	0100-1100-0-1110-1000-430000-023	State Lottery	Materials and Supplies	\$46.92
					<b>Total Amount of Payment:</b>		\$19.78
12484125	836	SOUTHWEST SCHOOL & OFF	PV - 142071	0900-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$19.78
					Total For Fund Number: 0100		\$51.29
12484126	206	SYSO FOOD SERVICES	PV - 142067	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$5
			PV - 142067	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$7,487.94
					Total For Fund Number: 0900		\$60.68
					<b>Total Amount of Payment:</b>		\$1,548.62
12484127	1136	US BANK	PV - 142080	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$1,548.62
					Total For Fund Number: 0100		\$120.94
12484127	1136	US BANK	PV - 142080	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$120.94
					Total For Fund Number: 0900		\$241.88
14010243	39	BUDDY'S TROPHY SUPPLY	PV - 142077	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$21.50
			PV - 142077	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$284.88
					Total For Fund Number: 0100		\$306.38

# Commercial Payment Register

## For Payments Dated: 02/20/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14010244	225	MILLER'S RENTALAND INC	PV - 142065	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$306.38</b>
						Total For Fund Number: 0100	\$18.75
14010245	1047	MOBILE MODULAR MANAGI	PV - 142079	2500-0000-0-0000-8700-5600000-124	Unrestricted Resources	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	<b>\$18.75</b>
						Total For Fund Number: 2500	\$844.00
						<b>Total Amount of Payment:</b>	<b>\$8</b>

# **Commercial Payment Register** **For Payments Dated: 02/20/2015**

Page 1 of 1  
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District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$4,493.96
0900	\$191.59
1300	\$4,316.19
2500	\$844.00
	<u>\$9,845.74</u>

Total # of Payments: 19

Total # of Payments: 19	Grand Total: \$ 9,845.74
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# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$67.58
		Unrestricted Resources	\$197.92
		Unrestricted Resources	\$383.78
		Unrestricted Resources	\$54.85
		Unrestricted Resources	\$68.12
		Unrestricted Resources	\$578.39
		Unrestricted Resources	\$640.00
		Unrestricted Resources	\$88.00
		Unrestricted Resources	\$120.94
		Unrestricted Resources	\$226.62
		Unrestricted Resources	\$588.81
		Unrestricted Resources	\$182.65
		Unrestricted Resources	\$869.47
		Unrestricted Resources	\$18.75
		Unrestricted Resources	\$21.50
		Unrestricted Resources	\$284.88
		Unrestricted Resources	\$35.00
		Total for Resource 0000	\$4,427.26
		State Lottery	\$46.92
		State Lottery	\$19.78
		Total for Resource 1100	\$66.70
		Total for Fund 0100	\$4,493.96
	0900 Charter Schools Fund	Unrestricted Resources	\$120.94
		Unrestricted Resources	\$19.36
		Total for Resource 0000	\$140.30
	1100	State Lottery	\$51.29

## District

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0900	Charter Schools Fund	
	1300	Cafeteria Fund	
			Total for Resource 1100
			Total for Fund 0900
			\$51.29
			\$191.59
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs
			Total for Resource 5310
			Total for Fund 1300
	2500	CapitalFacilities Fund	
	0000	Unrestricted Resources	
		Total for Resource 0000	
		Total for Fund 2500	
		Total for District 18	



# Detail By Fund/Resource

District	Fund	Resource	Amount
		Grand Total	\$9,845.74

# School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

	Warrants	
Credit Card Payments	1	\$6,353.70
	0	

Grand Total for Payments Dated: 02/25/2015 \$6,353.70

*Ladd B. L.*

☒ Authorized Officer/Employee

Or

☐ Board Members \*

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\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants  
Dated 02/25/2015**

Warrant Number	Vendor Number	Vendor Name	Amount
12484381	827	ZIONS BANK	\$6,353.70
Total Amount of All Warrants:			\$6,353.70

**Commercial Payment Register**  
**For Payments Dated: 02/25/2015**

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12484381	827	ZIONS BANK	PV - 142081	2500-0000-0-0000-9100-743900-000	Unrestricted Resources	Other Debt Service Payments	\$6,306.40
			PV - 142081	2500-0000-0-0000-9100-743800-000	Unrestricted Resources	Debt Service - Interest	\$47.30
<b>Total For Fund Number: 2500</b>							<u>\$6,353.70</u>
<b>Total Amount of Payment:</b>							<u><b>\$6,353.70</b></u>

**Commercial Payment Register**  
**For Payments Dated: 02/25/2015**

Page 1 of 1  
3/10/2015 1:20:59PM

District: 18 Kit Carson Union Elementary School District

Fund

2500

Total  
\$6,353.70  
\$6,353.70

Total # of Payments: 1

Total # of Payments: 1

Grand Total: \$ 6,353.70

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	2500	CapitalFacilities Fund	
		0000 Unrestricted Resources	\$6,306.40
		0000 Unrestricted Resources	\$47.30
		Total for Resource 0000	\$6,353.70
		Total for Fund 2500	\$6,353.70
		Total for District 18	\$6,353.70

# Detail By Fund/Resource

Amount

District

Fund

Resource

Grand Total


\$6,353.70

# School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	10	\$6,714.20
Credit Card Payments	5	\$1,106.61
Grand Total for Payments Dated:	02/27/2015	\$7,820.81

☒ Authorized Officer/Employee 

Or

☐ Board Members \*

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\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

\_\_\_\_\_

KCOE Examination and Approval

By \_\_\_\_\_ Date \_\_\_\_\_

This order must be returned to KCOE prior to distribution of payments.



**Warrant Register For Warrants  
Dated 02/27/2015**

Warrant Number	Vendor Number	Vendor Name	Amount
12484855	14	ARAMARK UNIFORM SERVICES	\$88.00
12484856	344	CALIFORNIA DEPARTMENT OF EDUCA	\$104.00
12484857	525	COTTA-DAY CONSTRUCTION	\$680.00
12484858	946	ENVISION CONSULTING GROUP INC.	\$875.00
12484859	179	KINGS WASTE & RECYCLING AUTH	\$10.00
12484860	1151	MEDALLION SUPPLY	\$51.14
12484861	268	PRODUCERS DAIRY FOODS INC	\$1,447.46
12484862	902	ERIKA ROPER	\$48.00
12484863	836	SOUTHWEST SCHOOL & OFF. SUPPLY	\$253.70
12484864	206	SYSCO FOOD SERVICES	\$3,156.90
<b>Total Amount of All Warrants:</b>			<b>\$6,714.20</b>

**Credit Card Register For  
Payments Dated 02/27/2015**

Document Number	Vendor Number	Vendor Name	Amount
14010326	972	ACTION EQUIPMENT	\$67.58
14010327	848	AUTOMATED OFFICE SYSTEMS	\$22.87
14010328	1093	CALTRONICS BUSINESS SYSTEMS	\$113.83
14010329	524	CLEAN SOURCE INC	\$628.12
14010330	246	OFFICE DEPOT	\$274.21
Total Amount of All Credit Card Payments:			\$1,106.61

# Commercial Payment Register For Payments Dated: 02/27/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12484855	14	ARAMARK UNIFORM SERVICE	PV - 142093	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.00
					Total For Fund Number: 0100		\$88.00
12484856	344	CALIFORNIA DEPARTMENT OF	PV - 142087	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$88.00
					Total Amount of Payment:		\$104.00
					Total For Fund Number: 1300		\$104.00
12484857	525	COTTA-DAY CONSTRUCTION	PV - 142090	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$104.00
					Total Amount of Payment:		\$680.00
					Total For Fund Number: 0100		\$680.00
12484858	946	ENVISION CONSULTING GRC	PV - 142082	0100-0000-0-0000-7100-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$680.00
					Total Amount of Payment:		\$875.00
					Total For Fund Number: 0100		\$875.00
12484859	179	KINGS WASTE & RECYCLING	PV - 142085	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Garbage	\$10.00
					Total For Fund Number: 0100		\$10.00
12484860	1151	MEDALLION SUPPLY	PV - 142084	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$10.00
					Total For Fund Number: 0100		\$51.14
12484861	268	PRODUCERS DAIRY FOODS I	PV - 142096	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$51.14
					Total Amount of Payment:		\$428.83
					Child Nutrition - School Programs	Food	\$395.21
					Child Nutrition - School Programs	Food	\$351.58
					Child Nutrition - School Programs	Food	\$271.81
					Total For Fund Number: 1300		\$1,447.46
12484862	902	ROPER, ERIKA	PV - 142083	0100-6300-0-1110-1000-420000-000	Lottery/Instructional Materials	Books Other Than Textbooks	\$1,447.46
					Total Amount of Payment:		\$48.00
					Total For Fund Number: 0100		\$48.00
12484863	836	SOUTHWEST SCHOOL & OFF	PO - 150073	0100-1100-0-1110-1000-430000-002	State Lottery	Materials and Supplies	\$48.00
					Total Amount of Payment:		\$113.27
					State Lottery	Materials and Supplies	\$99.84
					State Lottery	Materials and Supplies	\$40.59
					Total For Fund Number: 0100		\$253.70
12484864	206	SYSCO FOOD SERVICES	PV - 142089	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$253.70
					Total Amount of Payment:		\$1,408.57

# Commercial Payment Register

## For Payments Dated: 02/27/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12484864	206	SYSO FOOD SERVICES	PV - 142089	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$76.64
			PV - 142098	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$154.83
			PV - 142098	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,516.86
					Total For Fund Number: 1300		\$3,156.90
14010326	972	ACTION EQUIPMENT	PV - 142094	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$3,156.90
					<b>Total Amount of Payment:</b>		\$67.50
					Total For Fund Number: 0100		\$67.50
14010327	848	AUTOMATED OFFICE SYSTE	PV - 142092	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$67.58
					<b>Total Amount of Payment:</b>		\$22.87
					Total For Fund Number: 0100		\$22.87
14010328	1093	CALTRONICS BUSINESS SYS	PV - 142091	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$22.87
			PV - 142091	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$14.94
					<b>Total Amount of Payment:</b>		\$98.89
					Total For Fund Number: 0100		\$113.83
14010329	524	CLEAN SOURCE INC	PV - 142086	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$113.83
					<b>Total Amount of Payment:</b>		\$628.12
					Total For Fund Number: 0100		\$628.12
14010330	246	OFFICE DEPOT	PO - 150077	0100-1100-0-1110-1000-430000-014	State Lottery	Materials and Supplies	\$628.12
			PO - 150074	0100-0000-0-0000-7300-430000-000	Unrestricted Resources	Materials and Supplies	\$227.72
					<b>Total Amount of Payment:</b>		\$36.72
					Total For Fund Number: 0100		\$264.44
14010330	246	OFFICE DEPOT	PO - 150074	0900-0000-0-1110-1000-430000-000	Unrestricted Resources	Materials and Supplies	\$9.77
					<b>Total Amount of Payment:</b>		\$9.77
					Total For Fund Number: 0900		\$9.77
					<b>Total Amount of Payment:</b>		\$274.21

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Page 1 of 1

Fund

Total # of Payments: 15

**Grand Total:** \$ 7,820.81

# Detail By Fund/Resource

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$680.00
		Unrestricted Resources	\$10.00
		Unrestricted Resources	\$875.00
		Unrestricted Resources	\$51.14
		Unrestricted Resources	\$14.94
		Unrestricted Resources	\$36.72
		Unrestricted Resources	\$67.58
		Unrestricted Resources	\$628.12
		Unrestricted Resources	\$88.00
		<b>Total for Resource 0000</b>	<b>\$2,451.50</b>
	6300	State Lottery	\$40.59
		State Lottery	\$99.84
		State Lottery	\$113.27
		State Lottery	\$22.87
		State Lottery	\$98.89
		State Lottery	\$227.72
		<b>Total for Resource 1100</b>	<b>\$603.18</b>
	0900 Charter Schools Fund	Lottery:Instructional Materials	\$48.00
		<b>Total for Resource 6300</b>	<b>\$48.00</b>
		<b>Total for Fund 0100</b>	<b>\$3,102.68</b>
	1300 Cafeteria Fund	Unrestricted Resources	\$9.77
		<b>Total for Resource 0000</b>	<b>\$9.77</b>
		<b>Total for Fund 0900</b>	<b>\$9.77</b>
	5310	Child Nutrition - School Programs	\$351.58
		Child Nutrition - School Programs	\$271.81
		Child Nutrition - School Programs	\$428.83

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	1300 Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$395.24
	5310	Child Nutrition - School Programs	\$104.00
	5310	Child Nutrition - School Programs	\$154.83
	5310	Child Nutrition - School Programs	\$1,516.86
	5310	Child Nutrition - School Programs	\$1,408.57
	5310	Child Nutrition - School Programs	\$76.64
		Total for Resource 5310	\$4,708.36
		Total for Fund 1300	\$4,708.36
		Total for District 18	\$7,820.81

Detail By Fund/Resource

District	Fund	Resource	Amount
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Grand Total			\$7,820.81
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# School District Payment Order

District Name: **Kit Carson Union Elementary School District**

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	1	\$17,200.96
Credit Card Payments	0	

**Grand Total for Payments Dated: 03/04/2015      \$17,200.96**

☒ Authorized Officer/Employee      Or      *Ted L. Bell*  
☐ Board Members \*      \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants**  
**Dated 03/04/2015**

Warrant Number	Vendor Number	Vendor Name	Amount
12485120	325	SISC III	\$17,200.96
Total Amount of All Warrants:			\$17,200.96



# **Commercial Payment Register** **For Payments Dated: 03/04/2015**

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District: 18 Kit Carson Union Elementary School District

**Fund**

0100  
1300

**Total**  
\$14,694.90  
\$2,506.06  
\$17,200.96

Total # of Payments: 1

Total # of Payments: 1

**Grand Total: \$ 17,200.96**

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$1,291.70
		Unrestricted Resources	-\$2,041.83
		Unrestricted Resources	\$1,291.70
		Unrestricted Resources	\$370.00
		Unrestricted Resources	\$13,783.33
		Total for Resource 0000	\$14,694.90
	1300 Cafeteria Fund	Total for Fund 0100	\$14,694.90
		Unrestricted Resources	\$2,506.06
		Total for Resource 0000	\$2,506.06
		Total for Fund 1300	\$2,506.06
		Total for District 18	\$17,200.96

Detail By Fund/Resource

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District	Fund	Resource	Amount
Grand Total			\$17,200.96

# School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	7	\$3,509.04
Credit Card Payments	2	\$613.85
Grand Total for Payments Dated:	03/06/2015	\$4,122.89

☒ Authorized Officer/Employee 

Or

☐ Board Members \*

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\* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants  
Dated 03/06/2015**

Warrant Number	Vendor Number	Vendor Name	Amount
12485333	14	ARAMARK UNIFORM SERVICES	\$88.00
12485334	1244	MARY KINNEY	\$70.00
12485335	1034	MID VALLEY DISPOSAL	\$510.00
12485336	604	MORRIS LEVIN AND SON INC	\$282.66
12485337	858	PITNEY BOWES INC.	\$392.00
12485338	268	PRODUCERS DAIRY FOODS INC	\$491.29
12485339	206	SYSCO FOOD SERVICES	\$1,675.09
<b>Total Amount of All Warrants:</b>			<b>\$3,509.04</b>



**Credit Card Register For  
Payments Dated 03/06/2015**

Document Number	Vendor Number	Vendor Name	Amount
14010422	44	BUTLER CHEMICAL	\$75.25
14010423	1093	CALTRONICS BUSINESS SYSTEMS	\$538.60
<b>Total Amount of All Credit Card Payments:</b>			<b>\$613.85</b>

## Commercial Payment Register For Payments Dated: 03/06/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12485333	14	ARAMARK UNIFORM SERVICE	PV - 142107	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.00
					Total For Fund Number: 0100		\$88.00
12485334	1244	KINNEY, MARY	PV - 142100	0100-4035-0-11110-1000-430000-000	Title II Teacher Quality	Total Amount of Payment: Materials and Supplies	\$88.00
					Total For Fund Number: 0100		\$70.00
12485335	1034	MID VALLEY DISPOSAL	PV - 142105	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Total Amount of Payment: Garbage	\$70.00
					Total For Fund Number: 0100		\$510.00
12485336	604	MORRIS LEVIN AND SON INC	PO - 150072	1400-0000-0-0000-8100-560000-000	Unrestricted Resources	Total Amount of Payment: Rentals, Leases and Repairs	\$510.00
					Total For Fund Number: 1400		\$282.66
12485337	858	PITNEY BOWES INC.	PV - 142106	0100-0000-0-0000-2700-590030-000	Unrestricted Resources	Total Amount of Payment: Communications - Postage	\$282.66
					Total For Fund Number: 0100		\$392.00
12485338	268	PRODUCERS DAIRY FOODS I	PV - 142103	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$392.00
					Total For Fund Number: 1300		\$491.29
12485339	206	SYSCO FOOD SERVICES	PV - 142104	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Total Amount of Payment: Other Food Service Supplies	\$491.29
					Child Nutrition - School Programs	Food	\$73.33
					Total For Fund Number: 1300		\$1,601.76
14010422	44	BUTLER CHEMICAL	PV - 142102	1300-5310-0-0000-3700-430000-000	Child Nutrition - School Programs	Total Amount of Payment: Materials and Supplies	\$1,675.00
					Total For Fund Number: 1300		\$75.25
14010423	1093	CALTRONICS BUSINESS SYS	PV - 142101	0100-1100-0-11110-1000-560005-000	State Lottery	Total Amount of Payment: Maintenance Agreement-Copies	\$75.25
					Total For Fund Number: 0100		\$538.60
					Total Amount of Payment:		\$538.60

# **Commercial Payment Register** **For Payments Dated: 03/06/2015**

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District: 18 Kit Carson Union Elementary School District

**Fund**

0100  
1300  
1400

**Total**  
\$1,598.60  
\$2,241.63  
\$282.66  
\$4,122.89

Total # of Payments: 9

Total # of Payments: 9

Grand Total: \$ 4,122.89

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$392.00
		Unrestricted Resources	\$88.00
		Unrestricted Resources	\$510.00
		Total for Resource 0000	\$990.00
		State Lottery	\$538.60
		Total for Resource 1100	\$538.60
	4035	Title II Teacher Quality	\$70.00
		Total for Resource 4035	\$70.00
		Total for Fund 0100	\$1,598.60
	1300 Cafeteria Fund	Child Nutrition - School Programs	\$75.25
		Child Nutrition - School Programs	\$491.29
		Child Nutrition - School Programs	\$1,601.76
		Child Nutrition - School Programs	\$73.33
		Total for Resource 5310	\$2,241.63
	1400 Deferred Maintenance Fund	Total for Fund 1300	\$2,241.63
		Unrestricted Resources	\$282.66
		Total for Resource 0000	\$282.66
		Total for Fund 1400	\$282.66
	Total for District 18		\$4,122.89

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$4,122.89

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** March 02, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**

March 18, 2015

**Item:**

Consider approving the Memorandum of Understanding between Lakeside Union School District and Kit Carson Union School District.

**Purpose:**

To formalize the service MOU for the Chief Business Officer between Lakeside School District and Kit Carson School District

**Fiscal Impact:**

Kit Carson's contribution will be \$65,500.

**Recommendation:**

Consideration for approval

**Memorandum of Understanding between Lakeside Union Elementary School District (LUESD),  
Kit Carson Union Elementary School District (KCUESD), and Shelley Leal.**

Lakeside Union Elementary School District ("Lakeside") has an employee, Shelley Leal ("Leal"), with the specific skills regarding business operations of the school district. Kit Carson Union Elementary School District ("Kit Carson") is in need of CBO Services.

Accordingly, Lakeside, Kit Carson, and Leal hereby agree to the following:

1. Shelley Leal will remain an employee of Lakeside. For the next 12 months commencing July 1, 2015 she will also work as the CBO for that district as well.
2. Lakeside will pay all of Leal's salary and statutory benefits and any other payroll costs including increases employees receive through any collective bargaining agreement. Leal's new salary for the 2015-16 school year will be \$ 95,000 a year, \$ 7,916.67 a month. With benefits the annual amount is \$131,000.
3. Kit Carson will contribute \$ 65,500 annually to Lakeside for Mrs. Leal's salary and benefits during this 12 month period. This is one half of the cost of Leal's salary and benefits.
4. Leal will attend one regularly scheduled Board Meeting each month for each District. Leal will be present 2.5 days a week at each school district site. She will work a total of at least 40 hours per week on an assigned task basis by the Superintendents of each District. The Superintendents will consult with each other regarding assignments and due dates Leal will be tasked with.
5. Lakeside will conduct Leal's evaluation and Kit Carson will provide information on her performance.
6. Lakeside will invoice Kit Carson on a quarterly basis for Kit Carson's contributions to Mrs. Leal's salary and benefits.
7. Kit Carson agrees to indemnify, defend, and hold harmless Lakeside Board Members, employees and agents for any tortuous acts or omissions committed by Mrs. Leal during the scope and course of her duties at Kit Carson.
8. Lakeside agrees to indemnify, defend, and hold harmless Kit Carson Board Members, employees and agents for any tortuous acts or omissions committed by Mrs. Leal during the scope and course of her duties at Lakeside.
9. Kit Carson agrees to pay one half of all costs associated with Mrs. Leal attending any professional development workshops or conferences. Lakeside will invoice Kit Carson quarterly for such expenses.

10. This is a 12 month agreement from July 1, 2015 to June 30, 2016. Any renewal of this agreement shall be made by both the Lakeside Union Elementary School District Board and the Kit Carson Union Elementary School District prior to, or at the April 2016 Board meetings of both Districts. If the agreement is not addressed prior to, or at the April 2016 Board meetings of both Districts, this contract will be extended one year from July 1, 2016 until June 30, 2017. If the agreement is not renewed, Shelley Leal will revert to a full time Lakeside Union Elementary School District employee including the duties, salary and benefit based on the pay step level she would be on if this agreement was not entered into.



Cindi Marshall, Interim Superintendent  
Lakeside Union Elementary school District

\_\_\_\_\_  
Todd Barlow, Superintendent  
Kit Carson Union Elementary School District

2-17-15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I acknowledge and agree that this MOU supplements my employment agreement with Lakeside Union Elementary School District for the 2015-16 school year and the term of this agreement. I understand that if I am no longer required to perform CBO services at Kit Carson that I will continue my duties at Lakeside under my salary and benefits that would be in effect if this agreement was not entered into.

\_\_\_\_\_  
Shelley Leal, Chief Business Official (CBO)  
Lakeside Union Elementary school District

\_\_\_\_\_  
Date



KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** March 09, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**

March 18, 2015

**Item:**

Consider approving the Agreement between Kit Carson Union School District and one of three Energy Conservation Services to supply Prop 39 funds

**Purpose:**

To enable allocation of Prop 39 funds

**Fiscal Impact:**

The range is \$5,120.40 to \$11,800

**Recommendation:**

Consideration for approval, please see Submittal Evaluation form.

# Kit Carson Prop. 39 RFQ Submittal Evaluation

March 18, 2015

	Highlands	IES	Smartwatt
1. <b>Merit of Submittal (10 pts)</b> General thoroughness and responsiveness of the submittal.	10	10	10
2. <b>Knowledge and Expertise of Personnel/Firm (25 pts)</b> Capability of personnel/firm; demonstrated experience of Provider's team; firm's qualifications.	20	25	20
3. <b>Understanding of Project and Technical Approach (25 pts)</b> Knowledge of project requirements; comprehensiveness of approach; responsiveness to specific concerns in the RFQ; flexibility to accommodate needs of KCUSD; ability to communicate effectively with District staff and related parties.	20	25	15
4. <b>Record of Past Performance and Experience (40 pts)</b> References; quality of past projects; demonstrated ability to complete work tasks within project timelines and budget; quality of submitted work samples.	35	40	35
<b>Total</b>	85	100	80

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Todd Barlow, Superintendent/Principal

**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** March 9, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**

March 18, 2015

**Item**

Consider approving the Agreement between Kings County Superintendent of Schools for the County Beginning Teacher Support and Assessment Induction Consortium and Kit Carson Union School District

**Purpose:**

To establish a formal working relationship between the parties to this agreement and to set forth the operative conditions, which will govern this partnership.

**Fiscal Impact:**

It will be \$4,000 for participating teacher

**Recommendation:**

Consideration for approval



## Kings County Superintendent of Schools Beginning Teacher Support and Assessment Induction Consortium **AGREEMENT**

### **A. General**

This Agreement is entered between the Kings County Superintendent of Schools (KCSOS), Local Education Agency (LEA) for the Kings County Beginning Teacher Support and Assessment Induction Consortium and ***Kit Carson Unified School District*** to implement the Beginning Teacher Support and Assessment Induction program.

### **B. Parameters**

The effective dates for this Agreement are July 1, 2015 through June 30, 2016.

Contract and monitoring responsibilities for the Agreement rest with the Kings County Superintendent of Schools. If modifications are necessary during the duration of this Agreement, they will be added to this document by mutual agreement of all parties involved.

### **C. Purpose**

The purpose of this Agreement is to establish a formal working relationship between the parties to this agreement and to set forth the operative conditions which will govern this partnership. Kings County Superintendent of Schools and ***Kit Carson Unified School District*** will form a partnership in providing and coordinating services as part of the Kings County Beginning Teacher Support and Assessment Induction Consortium (KCOE BTSA Induction Consortium).

### **D. Responsibilities – General**

***Kings County Superintendent of Schools agrees to:***

- a. Employ, at a minimum, a full-time equivalent program director to perform services as described under the heading “BTSA Induction Director” in the program description.
- b. Employ, at a minimum, a full-time secretary to provide for the clerical needs of the program.
- c. Provide work space for the BTSA Induction Director and secretary, and meeting space for program activities.
- d. Provide a process for equitable distribution of services to Participating Teachers and Support Providers in all participating districts.
- e. Establish and maintain accurate records and reports; maintain a confidential file to store information on Participating Teachers involving individual progress through the program.
- f. Supply to the California Commission on Teacher Credentialing and the California Department of Education reports and other information as requested on all matters related to program requirements and activities.

- g. Convene the Advisory Committee and develop other administrative processes as provided for in the program description.
- h. Provide Participating Teachers appropriate professional development opportunities designed to support them in meeting their induction requirements for earning their professional credential.

***Kit Carson Unified School District agrees to:***

- a. Notify each qualified teacher of his/her responsibility to enter a professional teacher induction program at the point-of-hire.
- b. Site Administrators to attend periodic informational meetings.
- c. Keep informed about activities and requirements of the KCOE BTSA Induction Program by reviewing written materials such as the Handbook and communication with the KCOE BTSA Induction staff as necessary.
- d. Select Participating Teachers and Support Providers to participate in the KCOE BTSA Induction Consortium according to the program standards as defined by California mandates.
- e. Provide exemplary veteran teachers to work as Support Providers who will meet regularly with Participating Teachers in order to provide on-going assistance and support.
- f. Assign Participating Teachers to classroom assignments that provide opportunities for success and professional growth, or provide additional assistance/support to Participating Teachers assigned to work in more challenging settings.
- g. Work with BTSA Induction Director to appropriately match Participating Teachers with Support Providers, preferably at the same site and based in credentials held, subject matter/grade level taught, relevant experience, and input from Participating Teacher.
- h. Ensure Participating Teachers receive release time to meet with their Support Providers and to observe/visit exemplary teachers in their classrooms.
- i. Ensure Participating Teachers attend scheduled FACT training as well as provide the necessary release time required to support the design of the program. Year 1 Participating Teachers require a total of one (1) full day of release time. Year 2/Early Completion Option ("ECO") Participating Teachers require two (2) full days of release time. This release time is required per participant and is used to observe and meet with the Support Providers.
- j. Conduct an initial orientation for Participating Teachers to introduce them to the staff and learning community, and to inform them about site resource personnel, procedures, and policies.
- k. Conduct training with all Participating Teachers that includes: site and School District safety/crisis response plans; fire, earthquake, evacuation and lock down drills; dedication dispensary procedures; handling hazardous materials; blood borne pathogens; CPR; epilepsy and asthma response; child abuse prevention mandated reporter trainings; parental rights and notifications; discrimination, harassment, and sexual harassment policy; bus safety; first aid procedures; weapons on campus and conflict resolution, and guidelines for accessing and using outside speakers.

- l. Ensure Support Providers attend scheduled FACT training as well as provide the necessary release time required to support the design of the program. Support Providers paired with Year 1 Participating Teachers require a total of one (1) full day of release time. Support Providers paired with Year 2/ECO Participating Teachers require two (2) full days of release time. This release time is required per participant and is used to observe and meet with the Participating Teachers.
- m. Ensure Participating Teachers and Support Providers attend scheduled collaboration meetings as outlined by the program. Year 1, 2, and ECO Participating Teachers require a total of (1) full day of release time in addition to other scheduled meetings. Support Providers require (1) full days of release time in addition to other scheduled meetings.
- n. Help focus the learning community on the State-adopted academic content standards and performance levels for students and the California Standards for the Teaching Profession ("CSTP").
- o. Ensure all district and site administrative staff will respect the confidentiality between the Support Provider and the Participating Teacher. KCOE BTSA Induction Consortium activities, support, and assessment will not be considered in district teacher evaluation, merit pay, salary increases, promotions, or sanctions.
- p. Ensure that Site Administrator will:
  - 1) provide opportunities for the Support Provider and the Participating Teacher to meet in a private place to interact;
  - 2) provide site orientation activities for all Participating Teachers designed to inform them of site resources, personnel, procedures, policies, and other appropriate information;
  - 3) understand and agree that the activities of the KCOE BTSA Induction program can play no part in the formal evaluation process of any Participating Teacher.
- q. Review the role of the Portfolio Reader as a component of the program.
- r. Participate in formal and informal evaluations of the KCOE BTSA Induction Program.
- s. Appoint a district coordinator who will facilitate district general responsibilities as described above and act as the Advisory Committee member.

#### **E. Responsibilities – Fiscal**

##### ***Kings County Superintendent of Schools, in its capacity as LEA, agrees to:***

- a. Provide overall fiscal responsibility for the submission of year-end expenditure reports, and any other documentation requested by the Commission on Teacher Credentialing and/or California Department of Education.
- b. Develop and maintain a budget that allocates amounts sufficient to meet the cost of implementing its program responsibilities listed in D, above.
- c. Expend income according to regularly established policies and procedures of the funding agency and the organization.
- d. Establish a process to allocate \$1,000 per Portfolio Reader to districts to issue payment for Portfolio review services. This is a flat amount issued by KCSOS with no requirement for districts to match it.

It is understood that the above amount (\$1,000 per Portfolio Readers) is dependent upon the final outcome of the approved California budget. The determination as to whether this amount will need to be adjusted shall be within the sole discretion of the KCSOS.

***Kit Carson Unified School District agrees to:***

- a. Develop and maintain a district budget that allocates amounts sufficient to meet the cost of implementing its program responsibilities listed in D, above.
- b. Submit payment of \$4000.00 per Participating Teacher to KCSOS for 2015-2016. Fee structure for subsequent years to be determined based on enrollment of Participating Teachers.
- c. Assume financial responsibility for yearly Support Provider stipends. KCSOS will not provide matching funds.
- d. Assume financial responsibility for pre-established substitute days for Participating Teachers' and Support Providers' professional development and trainings.
- b. Submit program and fiscal reports to KCSOS in its capacity as LEA.

**F. Other Conditions**

Any and all products developed by KCOE BTSA Induction Consortium are the exclusive property of the Kings County Superintendent of Schools. School Districts, their employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the expressed written permission of KCSOS and KCOE BTSA Induction Consortium.

KCSOS and KCOE BTSA Induction Consortium shall have the authority to adapt and adopt materials developed by KCOE BTSA Induction Consortium for dissemination purposes.

**G. Consortium Participation**

- ☐ ***Kit Carson Unified School District*** is withdrawing from the KCOE BTSA Induction Consortium for the 2015-2016 academic school year.
- ☐ ***Kit Carson Unified School District*** will remain part of the KCOE BTSA Induction Consortium for the 2015-2016 academic school year.

KINGS COUNTY SUPERINTENDENT OF SCHOOLS:

By: \_\_\_\_\_

Signature of Authorized Official  
Kings County Superintendent of Schools

Name: Tim Bowers

Title: County Superintendent of Schools

Date: \_\_\_\_\_

KIT CARSON UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Signature of Authorized District Official  
School District

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Board of Trustee

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** March 13, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Consider approving and adopting the second reading of certain Board Policies (BP) and Administrative Regulations (AR) for the purpose of updating

**Purpose:**  
We have a contract with California School Boards Association (CSBA) to update out board policies to reflect changes in the law. This is an ongoing process. The Board policies (BP's) and Administrative Regulations (AR's) considered for the first reading were reviewed at the February 18, 2015 Regular Board meeting.

**Fiscal Impact:**  
N/A

**Recommendation:**  
N/A



## **POLICY GUIDESHEET**

**December 2014**

**Page 1 of 6**

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

### **BP/AR 0420.1 - School-Based Program Coordination**

(BP/AR deleted)

Policy and regulation deleted since School-Based Program Coordination was effectively eliminated by the local control funding formula (LCFF).

### **BP/AR 0440 - District Technology Plan**

(BP/AR revised)

Policy contains updated information about the status of state and federal grant programs requiring technology plans, provides for the district's plan to cover a three-year period consistent with California Department of Education (CDE) criteria, and adds language on ensuring the confidentiality of student and staff records.

Regulation updated to reflect new criteria for technology plans adopted by CDE in November 2014 and optional component on noninstructional uses of technology.

### **AR 1220 - Citizen Advisory Committees**

(AR revised)

Regulation updates section on "Committees Subject to Brown Act Requirements" to include the local control and accountability plan (LCAP) parent advisory committee and English learner parent advisory committee. Section on "Committees Not Subject to Brown Act Requirements" revised to delete references to committees for certain categorical programs based on the redirection of categorical program funding into the LCFF and/or **NEW LAW (SB 971)** which repealed provisions of law requiring those committees.

### **BP/AR 1240 - Volunteer Assistance**

(BP/AR revised)

Policy updated to add optional section on workers' compensation for volunteers and to reflect **NEW LAW (AB 1443)** which prohibits harassment of unpaid interns and volunteers. Policy also revised to delete material on options for volunteers working in a student activity program to obtain fingerprint clearance or an Activity Supervisor Clearance Certificate, as this issue is addressed in AR.

Regulation updated to reflect law allowing principal to grant permission for a sex offender to volunteer at a school if all parents/guardians are notified at least 14 days in advance. Section on "Criminal Background Check" adds optional language for district to give volunteers working in a student activity program the discretion to choose whether to obtain fingerprint clearance or obtain an Activity Supervisor Clearance Certificate. Regulation also reflects **NEW LAW (AB 1667)** which requires volunteers instructing or supervising students to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified.

### **BP/AR 3100 - Budget**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2585)** which eliminates the option to develop the district budget using the "dual budget" process and to include material formerly in AR which addresses board responsibilities related to budget adoption and review. Section on "Budget Criteria and Standards" updated to reflect **NEW TITLE 5 REGULATIONS** (Register 2015, No. 2) which address the calculation of "increased and improved services" for LCFF expenditures and to reflect **NEW LAW (SB 858)** which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.

## **POLICY GUIDESHEET**

**December 2014**

**Page 2 of 6**

Regulation updated to reflect **NEW LAW (AB 2585)** which eliminates the option to develop the district budget using the "dual budget" process, specifies information that must be provided for the public hearing if the budget proposes to have an ending fund balance in excess of the minimum recommended reserve, and requires submission of information to the county superintendent regarding any ending fund balance in excess of the minimum recommended reserve.

### **AR 4112.4/4212.4/4312.4 - Health Examinations**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1667)** which requires employees to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified. Regulation also adds language on tuberculosis risk assessment/examination requirements for school bus drivers when the district contracts for transportation services and clarifies allowable exemptions from the tuberculosis risk assessment/examination requirements.

### **AR/E 4112.5/4212.5/4312.5 - Criminal Record Check**

(AR revised; E added)

AR 4112.5/4312.5 - Criminal Record Check (certificated) and AR 4212.5 - Criminal Record Check (classified) consolidated and triple coded. Regulation deletes references to outdated process based on fingerprint identification cards, reflects law requiring the district to notify the Department of Justice (DOJ) when an applicant/employee whose fingerprints are maintained by DOJ is not hired or is terminated, and reflects law requiring the district to notify an applicant/employee when it receives notification from DOJ of the applicant/employee's criminal record. Section on "Maintenance of Records" revised to reflect **NEW LAW (SB 1461)** which deletes requirement to annually notify DOJ of the identity of the custodian of records.

Exhibit renumbered and retitled from E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

### **AR/E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records**

(AR/E deleted)

Regulation deleted and concepts moved into AR 4112.5/4212.5/4312.5 - Criminal Record Check.

Exhibit renumbered and retitled as E 4112.5/4212.5/4312.5 - Criminal Record Check.

### **AR 4117.4 - Dismissal**

(AR deleted)

Regulation deleted and concepts moved into BP/AR 4118 - Dismissal/Suspension/Disciplinary Action.

### **BP/AR 4118 - Dismissal/Suspension/Disciplinary Action**

(BP/AR revised)

Policy retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Policy reflects **NEW LAW (AB 215)** which allows notice of the board's intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, requires any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct.

## **POLICY GUIDESHEET**

**December 2014**

**Page 3 of 6**

Regulation retitled and updated to include requirements related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Regulation reflects **NEW LAW (AB 215)** which amends the causes for which a certificated employee may be suspended or dismissed, establishes an alternative procedure for charges related solely to egregious misconduct, and amends the list of mandatory leave of absence offenses.

### **BP 4121 - Temporary/Substitute Personnel**

(BP revised)

Policy updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year, including temporary and substitute employees, unless the district has adopted a collective bargaining agreement that expressly provides paid sick leave for such employees and contains additional specified provisions.

### **AR 4161.1/4361.1 - Personal Illness/Injury Leave**

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year, unless the district's collective bargaining agreement contains specified provisions. Regulation also reflects provisions of AB 1522 which expand the allowable uses of sick leave to include (1) diagnosis, care, or treatment of an existing health condition, or preventive care, for an employee or his/her family member (defined to include registered domestic partner and sibling) and (2) the need of an employee who has been the victim of domestic violence, sexual assault, or stalking to seek any relief or medical attention for himself/herself or his/her child.

### **AR 4161.2/4261.2/4361.2 - Personal Leaves**

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to allow an employee who has been the victim of domestic violence, sexual assault, or stalking to use sick leave to seek any relief or medical attention for himself/herself or his/her child. Section on "Leaves for Victims of Domestic Violence and Sexual Assault," which prohibits adverse employment action against employees taking leave who are victims of domestic violence and sexual assault, expanded to include employees who are victims of stalking. Section on "Leave for Emergency Duty" updated to reflect law allowing employees who are reserve peace officers and emergency rescue personnel to take up to 14 days of leave per calendar year to receive training.

### **AR 4261.1 - Personal Illness/Injury Leave**

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year and expands purposes for sick leave, as described above for BP 4121 - Temporary/Substitute Personnel and AR 4161.1/4361.1 - Personal Illness/Injury Leave.

### **BP/AR 5125 - Student Records**

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (AB 1442)** which requires districts to notify students and parents/guardians and provide an opportunity for public input before adopting a program to gather or maintain safety-related information from students' social media activity. Policy also reflects **NEW LAW (SB 1177)** which, effective January 1, 2016, will prohibit an online/mobile operator from selling or disclosing student information or using student information to target advertising or amass a profile about a student. Policy reflects **NEW LAW (AB 1584)** which mandates districts entering into a contract with a third party for the digital storage, management, and retrieval of student records to adopt policy allowing such contracts.

## **POLICY GUIDESHEET**

**December 2014**

**Page 4 of 6**

Mandated regulation reflects **NEW LAW (AB 2160)** which requires districts to submit the grade point average of all 12th-graders to the Cal Grant program unless a student opts out, and **NEW LAW (AB 1068, 2013)** which authorizes the disclosure of records to students age 14 years and older who are homeless and unaccompanied minors, persons who complete a caregiver's authorization affidavit, and caseworkers or other agency representatives legally responsible for the care and protection of a student. New section added to reflect requirements of **NEW LAW (AB 1442)** for districts that choose to adopt a program to gather or maintain information from students' social media activity related to school or student safety.

### **AR 5141 - Health Care and Emergencies**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2217)** which clarifies that employees and districts will not be liable for civil damages resulting from the use of an automated external defibrillator (AED) if they comply with specified legal requirements. Regulation expanded to reflect requirements related to a written plan, maintenance and testing of the AED, and the provision of information and training to employees.

### **AR 5141.21 - Administering Medication and Monitoring Health Conditions**

(AR revised)

Regulation updated to add definitions of epinephrine auto-injector and anaphylaxis and to reflect **NEW LAW (SB 1266)** which requires districts to provide emergency epinephrine auto-injector(s) to each school site, requires annual notice to staff requesting volunteers, and deletes requirements for a district plan.

### **AR 5141.3 - Health Examinations**

(AR revised)

Regulation reflects **NEW LAW (SB 1172)** which specifies the grade levels at which vision tests must be conducted and requires near-vision screening to be included in the tests. Regulation also expands material on hearing tests and reflects **NEW LAW (SB 852)** which extends the suspension of requirements for scoliosis screening through the 2014-15 fiscal year.

### **BP/AR 5141.4 - Child Abuse Prevention and Reporting**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2016)** which authorizes districts to provide students with instruction in sexual abuse and sexual assault awareness, **NEW LAW (AB 2560)** which requires applicants for a new or renewed credential to sign a statement that they understand their obligations as mandated reporters, and **NEW LAW (AB 1432)** which mandates staff training regarding the duties of mandated reporters.

Regulation updated to reflect **NEW LAW (AB 1775)** which amends the definition of sexual exploitation and **NEW LAW (AB 1432)** which requires districts to provide for annual training of mandated reporters. Revised regulation also expands the list of mandated reporters to include athletic coaches, athletic administrators, and athletic directors and reflects current law which provides that a student's homelessness or status as an unaccompanied minor is not a reason for reporting child abuse or neglect.

### **BP/AR 5144.1 - Suspension and Expulsion/Due Process**

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (AB 420)** which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Policy also revised to include material formerly in AR related to board authority to expel and to delete material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors.

## **POLICY GUIDESHEET**

**December 2014**

**Page 5 of 6**

Mandated regulation updated to reflect **NEW LAW (AB 420)** which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Updated regulation reflects **NEW LAW (AB 1806)** which requires notification of the district's liaison for homeless students when the student being considered for expulsion is a homeless student and **NEW LAW (SB 1111)** which provides that, if a hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made. Regulation deletes material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors.

### **AR 6145.2 - Athletic Competition**

(AR revised)

Regulation updated to reflect **NEW LAW (SB 1349)** which, beginning with the 2015-16 school year, requires each school that offers competitive athletics to post certain information about the participation of males and females in competitive athletics on its web site or, if the school does not have a web site, then on the district web site. Regulation also reflects **NEW LAW (AB 2127)** which limits full-contact practices by a middle or high school football team and requires an athlete with a concussion to complete a gradual return-to-play protocol.

### **BP/AR 6158 - Independent Study**

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (SB 858)** which changes the maximum length of the written master agreement and mandates policy with specified components as a condition of offering a program of course-based independent study beginning in the 2015-16 school year. Policy also adds material on the variety of independent study formats that may be offered, deletes recommendation for weekly student-teacher conference in order to be more flexible, and expands material on program evaluation to include comparison of student performance data of independent study students with students in classroom-based instruction.

Mandated regulation updated to reflect **NEW LAW (SB 858)** which changes the maximum length of the written master agreement, mandates policy with specified components as a condition of offering a program of course-based independent study beginning in the 2015-16 school year, and clarifies that the teacher-student ratio must be equivalent with that of all other educational programs at the applicable grade span unless a new higher or lower grade span ratio is negotiated.

### **AR 6162.51 - State Academic Achievement Tests**

(AR revised)

Regulation updated to reflect **NEW LAW (SB 858 and AB 1599)** which officially change the name of the state assessment system to the California Assessment of Student Performance and Progress (CAASPP). Regulation also reflects the status of CAASPP testing for the 2014-15 school year, including field testing of a new alternative test of English language arts and mathematics for students with significant cognitive disabilities. Updated regulation reflects **NEW TITLE 5 REGULATIONS** (Register 2014, No. 35) which establish testing windows, require parental notification related to exemption from testing, list allowable testing resources (i.e., universal tools, designated supports, accommodations) that may be used during test administration, and provide that, if test results are received from the test contractor after the last day of instruction for the school year, then the report must be disseminated to parents/guardians within the first 20 days of the next school year.

## **POLICY GUIDESHEET**

**December 2014**

**Page 6 of 6**

### **AR 6173 - Education for Homeless Children**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1806)** which requires districts to award partial credits to homeless students who transfer from school to school, exempts homeless students who transfer in grades 11-12 from locally established high school graduation requirements, and authorizes districts to allow a homeless student to remain in high school for a fifth year to complete graduation requirements. Regulation also reflects provisions of AB 1806 requiring districts to notify the district liaison for homeless students when a homeless student is recommended for expulsion and, when a change of placement is proposed for a homeless student with disabilities, to invite the district liaison to participate in the individualized education program meeting to make a manifestation determination. Regulation revised to reflect law providing that, upon enrollment, a homeless student will be immediately deemed to meet residency requirements for participation in interscholastic sports or other extracurricular activities.

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** March 10, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**

March 18, 2015

**Item:**

Consider approving the Collaboration Agreement between the Kings County Office of Education and Local Education Agencies

**Purpose:**

These projects will focus on the provision of knowledge and skills that enable students to be tobacco free. The District is interested in tobacco-use prevention, intervention, and cessation for the students attending school in the County of Kings.

The collaborative effort to assess, develop and promote strategies to thwart the Tobacco-Use committed by youths in grades 6-12 in the middle and high schools in the County of Kings.

**Fiscal Impact:**

None

**Recommendation:**

Consideration for approval



# **Kings County Office of Education**

Tim Bowers - County Superintendent of Schools

## **COLLABORATION AGREEMENT between the Kings County Office of Education and Local Educational Agencies (LEAs)**

---

The Kings County Office of Education (the Superintendent) and the local LEAs (the District) agree to integrate systems and resources to implement Tobacco-Use Prevention Education (TUPE) projects as authorized by the California Health and Safety code. These projects will focus on the provision of knowledge and skills that enable student to be tobacco free. Comprehensive tobacco-use prevention, intervention, and cessation programs are an important part of this effort and an effective strategy against four of the five leading causes of death in California: heart disease, cancer, chronic obstructive lung disease, and fires caused by smoking. The implementation of this agreement is predicated on the approved funding from the District's categorical programs Tobacco-Use Prevention (TUPE). The collaboration agreement will be in place during the duration of the three year funding period from July 1, 2015 through June 30, 2018 and during any funding extension periods, or indefinite, in the event of alternative funding program continuation.

WHEREAS, the Superintendent and the District are individually and collectively interested in tobacco-use prevention, intervention, and cessation for the students attending school in the County of Kings;

WHEREAS, the Superintendent and District embrace a shared philosophy and investment in collaborative programs which build partnerships for a positive and healthy, tobacco free youth development, which engages youth as active leaders and resources in their schools and communities;

WHEREAS, the established partnerships between the two agencies seek to detect and treat the current youth Tobacco-Use;

NOW, THEREFORE, in the consideration of a collaborative effort to assess, develop and promote strategies to thwart the Tobacco-Use committed by youth in grades 6-12 in the middle and high schools in the County of Kings, the Superintendent and District mutually agree as follows:

### **1. PURPOSE**

This Collaborative Agreement defines the scope of services, duties, and responsibilities of the Superintendent and those costs payable to the Superintendent by the District for the provision of Tobacco Prevention Education outlined above and described in the Scope of Services.





# Kings County Office of Education

Tim Bowers - County Superintendent of Schools

## 2. SCOPE OF SERVICES

- a. The Superintendent agrees to perform its duties and responsibilities and provide such services as described in the scope of services attached hereto as Exhibit A and incorporated herein by reference.
- b. The District agrees to perform its duties and responsibilities and provide such services as described in the scope of services attached hereto as Exhibit A and incorporated herein by reference.

## 3. TIME OF PERFORMANCE

- a. This Memorandum of Understanding shall be in effect for 36 months beginning July 1, 2015 and ending June 30, 2018.

## 4. CHANGES AND AMENDMENTS

- a. Either the Superintendent or the District may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to the agreement.
- b. If any changes occur during the course of this agreement, the parties will meet and confer regarding such changes and amend this agreement as necessary.

## 5. COST OF SERVICES/BILLING

- a. The District agrees that the Superintendent will retain and manage all district TUPE funds. The Superintendent will spend funds in accordance with program guidelines.

## 6. TERMINATION

- a. This agreement may be terminated by either the Superintendent or the District, without cause, upon thirty (30) days written notice one to the other.
- b. In event of default, the non-defaulting entity shall promptly responds to the defaulting entity in writing.
- c. At termination, whether mutually agreed to or as a result of default, the District shall pay outstanding costs due to the Superintendent.

## 7. DISPUTE RESOLUTION

- a. If the parties fail to mutually agree on any matters under this agreement or if either party believes the other has failed to satisfactorily perform or is



# Kings County Office of Education

Tim Bowers - County Superintendent of Schools

otherwise in breach of this agreement, the parties shall submit the matter to resolution according to the following procedures:

- i. If there is a disagreement, the disputing party shall provide a written statement to the other describing the general nature of the claim.
- ii. The statement must indicate that it is the first statement of a formal dispute resolution process.
- iii. The statement need not be complete and does not limit the claim(s) of either party in any further action or procedure.
- iv. Within ten (10) business days of the receipt of the statement, the respective authorized representative shall meet and confer in good faith to either (1) resolve the matter and set forth such resolution in writing; or, (2) define the dispute in writing including a description of each party's position, proposed resolution(s) and projects or tasks that would be affected.
- v. If the agencies fail to resolve the matter, within ten (10) business days of such failure to agree, representatives from both sides shall meet and confer in good faith to attempt to further resolve the matter. The description of the dispute as written by the respective program coordinators shall serve as the basis for further attempts at resolution.
- vi. A resolution of the matter shall be documented in writing and incorporated into this agreement. If no agreement is reached, termination process will proceed.

## 8. ASSIGNMENT OF PERSONNEL

- a. The Superintendent desires that all its employees gain experience in a variety of assignments consistent with their assigned duties and responsibilities. Accordingly, as a prerogative of management, the Superintendent retains the right to assign and /or rotate any and all qualified personnel without the consent of the District. The Superintendent agrees, however, that to the extent reasonably possible, rotation of staff for this assignment will be minimized in order to keep consistency in delivery of their prevention education programs.
- b. Requests for changes in level or type of service, or complaints about services are to be made by the District.

## 9. SERVICE ASSESSMENT

- a. The District and the Superintendent agree to meet formally on a yearly basis to assess services being provided. After a year of service, the



# Kings County Office of Education

Tim Bowers - County Superintendent of Schools

District will make a good faith effort to provide the Superintendent with written evaluation.

## 10. PUBLIC ENTITY MUTUAL INDEMNIFICATION

- a. The Superintendent shall defend, indemnify and hold harmless the District, its Governing Board and/or Council, officers, employees, agents, and volunteers against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of and in the course of the Superintendent's performance under this agreement. This obligation shall not lie in those instances where the losses are caused by the negligence or action of the District, its agents or employees.
- b. The Superintendent shall maintain during this agreement, at its cost, general liability insurance insuring against liability for bodily injury, including death, or property damage resulting from the Superintendent's performance under this agreement, with a limit of not less than One Million Dollars (\$1,000,000), automobile liability insurance with a combined single limit of not less than \$1,000,000, Worker's Compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than \$1,000,000 per employee for bodily injury or disease.

## 11. ENTIRE AGREEMENT

- a. This MOU constitutes the entire agreement between the Superintendent and the District. There are no terms, conditions or obligations made or entered into by the parties other than those contained herein.

IN WITNESS WHEREOF, the parties have executed the agreement the day and year first written above.

\_\_\_\_\_  
Kit Carson Union Elementary School District  
Todd Barlow, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kings County Office of Education  
Tim Bowers

\_\_\_\_\_  
Date

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Shelley Leal, Chief Business Officer

**DATE:** March 11, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Consider approving the Request for Allowance of Attendance

**Purpose:**  
We are requesting substitution of estimated days of attendance for actual days of decrease in attendance in accordance with the provisions of Section 46392.

**Fiscal Impact:**  
To be presented at the board meeting

**Recommendation:**  
Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** March 10, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Consider approving the purchase of new laptops

**Purpose:**

**Fiscal Impact:**

**Recommendation:**  
Consideration for approval



## QUOTATION

Quote #: 700960594  
Customer #: 49134069  
Contract #: WN99ABZ  
Customer Agreement #: WSCA B27160  
Quote Date: 02/04/2015  
Customer Name: KIT CARSON UNION SCHOOL DIST

Date: 2/4/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

### Sales Professional Information

SALES REP: STUART PORTER PHONE: 1800 - 4563355  
Email Address: [Stuart\\_Porter@Dell.com](mailto:Stuart_Porter@Dell.com) Phone Ext: 5131041

GROUP: 1 QUANTITY: 17 SYSTEM PRICE: \$964.19 GROUP TOTAL: \$16,391.23

Description	Quantity
Latitude 15 5000 Series (210-ABGO)	17
4GB Single Channel DDR3L 1600MHz (4GBx1) (370-AAPD)	17
Internal English Single Pointing Keyboard (583-BBJI)	17
Intel Integrated HD Graphics 4400 (490-BBNB)	17
Intel Wireless 7260 driver (555-BBQK)	17
500GB (7.200 Rpm) Serial ATA Hard Drive (400-AAUX)	17
Windows 7 Professional, English, 64bit (includes Windows 8.1 Pro 64bit License and Media) (536-BBBD)	17
US Order (332-1286)	17
9-cell (97Wh) Lithium Ion battery with ExpressCharge (451-BBDZ)	17
8X DVD+-RW Media Bay Drive (429-AAIL)	17
Intel Dual Band Wireless-AC 7260 802.11ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card (555-BBHI)	17
E5 Power Cord (US) (537-BBBD)	17
Windows 8.1 DVD OS Recovery(English) (620-AASU)	17
Dell Backup and Recovery Basic (637-AAAS)	17
BTO Standard shipment Air (800-BBGF)	17
System Documentation, English (340-ACOS)	17
Software for Integrated Camera (319-BBBH)	17
Dell Limited Hardware Warranty Extended Year(s) (975-3461)	17
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://support.dell.com/ProSupport">http://support.dell.com/ProSupport</a> or call 1-866-516-3115 (989-3449)	17
ProSupport: Next Business Day Onsite, 1 Year (997-6662)	17
ProSupport: Next Business Day Onsite, 2 Year Extended (997-6664)	17
ProSupport: 7x24 Technical Support, 3 Years (997-6673)	17
Dell Limited Hardware Warranty (997-6727)	17
No Out-of-Band Systems Management (631-AACH)	17
No Resource DVD (430-XXYG)	17
No Fingerprint Reader (Single Pointing) Palmrest (346-BBHP)	17

System Documentation, English (J-ADNT)	17
Energy Star 6.0 (387-BBIL)	17
4th Gen Intel Core i5-4210U Processor (1.7 GHz, 3M Cache, Dual Core) (338-BEOX)	17
Intel Core i5-4210U Processor Base, Integrated Graphics, Express Card Reader (329-BCFB)	17
Dell Data Protection Encryption Personal Edition Digital Delivery (421-9984)	17
Dell ProSupport for Software, Dell Data Protection Encryption Personal Edition, 3 Year (954-3466)	17
E-Port Plus, dock adds dual digital display and legacy port support, USB 3.0 (452-BBBH)	17
Light Sensitive Webcam and Noise Cancelling Digital Array Mic (325-BBCS)	17
Ship Material, Shuttle, Mix Model (340-AFZW)	17
No Power DVD (430-XXYY)	17
Regulatory Label, Non-Touch (389-BCZZ)	17
No Intel Responsive (551-BBBJ)	17
Intel Core i5 Processor Label (389-BCCI)	17
15.6" HD (1366x768) Wide View Anti-Glare WLED-backlit (391-BBJD)	17
Microsoft Office Trial, MUI, OptiPlex, Precision, Latitude (630-AABP)	17
Dell Digital Delivery Cirrus Client (340-AAUC)	17
Thank you for buying Dell (421-9982)	17
Dell Data Protection Security Tools Digital Delivery/NB (422-0007)	17
SW,MY-DELL,CRRS (422-0052)	17
Latitude 15 5000 Software Drivers (551-BBBU)	17
Adobe Reader 11 (640-BBDI)	17
Dell Data Protection   Protected Workspace (640-BBEU)	17
Not Selected in this Configuration (640-BBHQ)	17
Visit <a href="http://www.dell.com/encryption">www.dell.com/encryption</a> (640-BBHR)	17
Waves Maxx Audio Royalty (658-BBNF)	17
No Anti-Virus Software (650-AAAM)	17
E5 90W AC Adapter, 3-pin (492-BBCU)	17
State Environmental Fee for display 15 inches, less than 35 inches (600-0277)	17

<b>*Total Purchase Price:</b>	<b>\$17,077.41</b>
<b>Product Subtotal:</b>	\$16,323.23
<b>Tax:</b>	\$686.18
<b>Shipping &amp; Handling:</b>	\$0.00
<b>State Environmental Fee:</b>	\$68.00
<b>Shipping Method:</b>	LTL 5 DAY OR LESS
	(* Amount denoted in \$)

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

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#### **Terms of Sale**

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale ([www.dell.com/CTS](http://www.dell.com/CTS)), which incorporate Dell's U.S. Return Policy ([www.dell.com/returnpolicy](http://www.dell.com/returnpolicy)) and Warranty ([www.dell.com/warrantyterms](http://www.dell.com/warrantyterms)).

If this purchase is intended for resale: Dell's Reseller Terms of Sale ([www.dell.com/resellerterms](http://www.dell.com/resellerterms)).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms ([www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global)).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A ([www.dell.com/AEULA](http://www.dell.com/AEULA)) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S ([www.dell.com/SEULA](http://www.dell.com/SEULA)).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

#### **Additional Terms for Public Customers**

If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms: A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software. B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

#### **Pricing, Taxes, and Additional Information**

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address, and for software downloads is based on your "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P. Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com).

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

All information supplied to KIT CARSON UNION SCHOOL DIST for the purpose of this proposal is to be considered confidential information belonging to Dell.

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**FOR BUSINESS**

Quotation Number: 229518426

Best Buy For Business  
7601 Penn Avenue South  
Richfield, MN 55422-3645

**To**

Stacey Unruh  
Kit Carson School District  
9895 7TH AVE  
HANFORD, CA 93230

**Info**

Request Date: 03/06/15  
Expiration Date:  
04/05/15  
Customer Number:  
1946142 Customer  
PO#: N/A  
Payment Type: Account

**From**

Jarod.Folkerts@bestbuy.com  
Business Professional  
Best Buy For Government and  
Education  
Phone: (612) 292-0430  
Fax: 952-430-0181

Dear Stacey Unruh,

Thank you for requesting a quote for the following item(s) from Best Buy For Business:

**Sold To**

Stacey Unruh  
Kit Carson School District  
9895 7TH AVE  
HANFORD, CA 93230

**Bill To**

Stacey Unruh  
Kit Carson School District  
9895 7TH AVE  
HANFORD, CA 93230

**Ship To**

Stacey Unruh  
Kit Carson School District  
9895 7TH AVE  
HANFORD, CA 93230

Qty	Description	Item#/Mfr#	Price	Ext. Price
18	<u>Lenovo ThinkPad Ultra Dock - port replicator</u>	BB19326892 62810 40A20090US	\$219.99	\$3,959.82
	Availability: In Stock			
	Standard Delivery			
<hr/>				
18	<u>Lenovo ThinkPad T540p 20BE - 15.6" - Core i5 4200M - Windows 7 Pro 64-bit / 8 Pro 64-bit downgrade - 4 GB RAM - 500 GB HDD</u>	BB19336855 62810 20BE003AUS	\$751.99	\$13,535.82

Availability: In Stock

Standard Delivery

<u>Subject to an Electronic Recycling Act Fee</u>	\$4.00	\$72.00
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18	<u>Lenovo TopSeller Expedited Depot</u> <u>Warranty with Accidental Damage</u> <u>Protection - extended service</u> <u>agreement - 2 years - pick-up and</u> <u>return</u>	BB19703880 62810 5PS0H30270	\$162.99	\$2,933.82
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Availability: Usually ships in 1 - 2 weeks

Standard Delivery

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Notes:	-----	
	Product Total:	\$20,429.46
	Delivery/Shipping:	\$166.97
	Electronic Recycling:	\$72.00
	Est. Tax:	\$1,312.17
	Tax exemption doesnt apply to any item	
	-----	
	Quote Total:	\$21,980.60
	=====	

We will honor the prices on this quote through the expiration date noted above. Please know that rapid changes in our business, from changes in technology to product availability, prevent us from guaranteeing that all the items on this quote will be available for purchase in the future. In that case we promise to work with you to make changes or modifications to your order.

If you have any questions, please call Customer Support at 1-800-373-3050, Monday - Friday between 7:30 a.m. and 6:30 p.m. CST. Or [Place this Order online](#)

Thank you for partnering with Best Buy For Business. We appreciate your business and look forward to working with you again soon.

Sincerely,

Jarod

Best

1-800-373-3050

[BestBuyForBusiness.com](http://BestBuyForBusiness.com)

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For

Folkerts  
Business

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**FOR BUSINESS**

Quotation Number: 229397370

Best Buy For Business  
7601 Penn Avenue South  
Richfield, MN 55422-3645

To	Info	From
Stacey Unruh Kit Carson School District 9895 7TH AVE HANFORD, CA 93230	Request Date: 02/02/15 Expiration Date: 03/04/15 Customer Number: 1946142 Customer PO#: N/A Payment Type: Account	<a href="mailto:Jarod.Folkerts@bestbuy.com">Jarod.Folkerts@bestbuy.com</a> Business Professional Best Buy For Government and Education Phone: (612) 292-0430 Fax: 952-430-0181

Dear Stacey Unruh,

Thank you for requesting a quote for the following item(s) from Best Buy For Business:

Sold To	Bill To	Ship To
Stacey Unruh Kit Carson School District 9895 7TH AVE HANFORD, CA 93230	Stacey Unruh Kit Carson School District 9895 7TH AVE HANFORD, CA 93230	Stacey Unruh Kit Carson School District 9895 7TH AVE HANFORD, CA 93230

Qty	Description	Item#/Mfr#	Price	Ext. Price
17	<u>Electronic HP Care Pack Pick-Up and Return Service with Accidental Damage Protection - extended service agreement - 3 years - pick-up and return</u>	BB10408144 12060 UD008E	\$82.99	\$1,410.83

Availability: Usually ships in 1 - 2 weeks

Standard Delivery

17	<u>HP - ProBook 650 G1 15.6"Laptop -</u> <u>Intel Core i5 - 4GB Memory - 500GB</u> <u>Hard Drive - Black</u>	BB19480811 12060 G4S50UT#ABA	\$878.74	\$14,938.58
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Availability: In Stock

Standard Delivery

<u>Subject to an Electronic Recycling Act Fee</u>	\$4.00	\$68.00
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17	<u>HP 2012 90W Docking Station -</u> <u>docking station</u>	BB12339974 12060 A7E32UT#ABA	\$129.99	\$2,209.83
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Availability: In Stock

Standard Delivery

Notes:

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Product Total:	\$18,559.24
Delivery/Shipping:	FREE
Electronic Recycling:	\$68.00
Est. Tax:	\$1,286.13
Tax exemption doesnt apply to any item	
<hr style="border-top: 1px dashed black;"/>	
Quote Total:	\$19,913.37
<hr style="border-top: 3px double black;"/>	

We will honor the prices on this quote through the expiration date noted above. Please know that rapid changes in our business, from changes in technology to product availability, prevent us from guaranteeing that all the items on this quote will be available for purchase in the future. In that case we promise to work with you to make changes or modifications to your order.

If you have any questions, please call Customer Support at 1-800-373-3050, Monday - Friday between 7:30 a.m. and 6:30 p.m. CST. Or [Place this Order online](#)

Thank you for partnering with Best Buy For Business. We appreciate your business and look forward to working with you again soon.

Sincerely,

Jarod

Best

1-800-373-3050

[BestBuyForBusiness.com](http://BestBuyForBusiness.com)

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For

Folkerts  
Business

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KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Governing Board of Trustees

**FROM:** Todd Barlow, Superintendent/Principal

**DATE:** February 18, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Donation from Target

**Purpose:**  
Consider accepting a "Take Charge of Education" donation from Target in the amount of \$123.67

**Fiscal Impact:**  
None

**Recommendation:**  
Approval



2624088

KIT CARSON ELEMENTARY SCHOOL  
ATTN PRINCIPAL  
9895 7TH AVE  
HANFORD, CA 93230-8802

Dear Principal,

Congratulations! We are excited to present your 2015 Take Charge of Education check.

Thanks to parents, teachers and other supporters in your community, your school is benefiting from Take Charge of Education. Every time they shop with their REDcard, Target donates 1% of purchases at Target and Target.com to the eligible K-12 schools they have designated. As a reminder, beginning in February 2015, your annual Take Charge of Education check will be issued in February rather than in September.

Please cash this check and use it for what you need. Turn it into books, field trips, art supplies or new technology. Then tell us your story. We love to hear what schools like yours are able to do with these funds. Send us an email at [Community.Relations@Target.com](mailto:Community.Relations@Target.com).

Target is on track to give \$1 billion for education by the end of 2015 and we're thrilled you're part of this. To learn more about the program and how to gain additional support from your community, visit [Target.com/TCOE](http://Target.com/TCOE).

Congratulations and best wishes,




Sincerely,

*Laysha Ward*

Laysha Ward  
President, Community Relations

\*Some restrictions apply. See reverse for details.

The face of this document has a security background and micro printing in the signature line.

 <b>TARGET</b> Take Charge of Education Mail Stop 5CF PO BOX 59214 Minneapolis, MN 55459-0214	<b>take charge of education</b>	<b>2624088</b> CHECK NO.	82-164 1021				
<b>PAY ONE HUNDRED TWENTY-THREE AND 67/100 DOLLARS</b>		<table border="1"><thead><tr><th>DATE</th><th>AMOUNT</th></tr></thead><tbody><tr><td>02/09/2015</td><td>*\$123.67</td></tr></tbody></table>		DATE	AMOUNT	02/09/2015	*\$123.67
DATE	AMOUNT						
02/09/2015	*\$123.67						
Pay to the order of <b>KIT CARSON ELEMENTARY SCHOOL</b>		VOID AFTER 7 MONTHS					
 31977 Aspen, Colorado 81051	 Senior Vice President, Target Corporation						

⑈ 26 24088 ⑈ ⑆ 10 210 164 51 ⑆ 1 264000 3 77 38 ⑈



KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Shelley Leal, Chief Business Officer

**DATE:** March 9, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Second Interim Report

**Purpose:**  
Consider approving the Second Interim Report

**Fiscal Impact:**

**Recommendation:**  
Approval as presented

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

**FROM:** Shelley Leal, Chief Business Officer

**DATE:** March 9, 2015

**For:** ( X ) School Board  
( ) Superintendent's Cabinet

**For:** ( ) Information  
( X ) Action

**Date you wish to have your item considered:**  
March 18, 2015

**Item:**  
Resolution 1415-05; The Matter of adopting Budget Revisions

**Purpose:**  
Consider approving Resolution 1415-05

**Fiscal Impact:**  
To be presented at the board meeting

**Recommendation:**  
Approval as presented

BEFORE THE GOVERNING BOARD OF THE  
KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT  
COUNTY OF KINGS, STATE OF CALIFORNIA

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #: 1415-05**

**NOW, THEREFORE**, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on March 18, 2015 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Clerk of the Governing Board  
Kit Carson Union Elementary School District



# Kit Carson Union School District

2<sup>nd</sup> Interim

March 18, 2015

## Unrestricted Assumptions 2014/15

- LCFF funding based on .85% Cola and 29.15% Gap funding rate.
- Funding per ADA is \$7,874. *KC Funding Gap*
- Supplemental and Concentration unduplicated 2 year average is 77.65%
- Property tax: \$414,312 of this \$18,318 is Mid Valley's share.
- EPA funding: \$440,064
- Transfer \$20,000 to Deferred Maintenance may increase to \$50,000.
- ADA is budgeted at 379.28 using last year's P-2 figure but based on enrollment at the time of this report the District is at 373.74. At \$7,874 per ADA that equals \$43,622.
- State funding reflects a one-time increase in Mandate Block Grant money of \$25,398.
- Local revenue of \$54,699 reflects interest, ASER transportation reimbursement, Book Fair and the 40% reimbursement for Mr. Garcia.
- Contributions total \$185,590. This is comprised of:

Special Education	\$77,590
Routine Maintenance	\$106,000
Sports League	\$2,000

- Certificated salaries are less than First Interim due to an intervention teacher (.5 FTE) not being filled.
- Supplies are higher due to LCFF spending on Chromebooks.
- County SELPA transfer from LCFF funds \$11,363.
- Indirect is \$46,326 based on 8.42% for all funds except cafeteria which is 5.69%.

Restricted	\$23,932
Mid Valley	\$8,250
Latchkey	\$694
Cafeteria Fund	\$13,450

- **Total projected balance of \$94,407.**

# Kit Carson Union School District

2<sup>nd</sup> Interim

March 18, 2015

## Restricted Assumptions 2014/15

- Federal revenues consist of SPED, Title I, Title II and REAP
- State revenue includes Restricted Lottery, anticipated 2<sup>nd</sup> payment of Prop 39 money of \$54,816 which we do not receive until we have an Energy Plan and SPED mental health monies paid to the county for services.
- Local revenue includes SPED apportionment and the Sports League.
- Contribution to unrestricted (see above).
- Increased supplies/services on newer teacher technology and training using the last of the Common Core monies causing deficit below.
- Transfer to COE includes SPED county services with an additional \$8,070 for County budget shortage and \$13,521 for KSTA.
- Indirect costs at 8.42%.
- **Total deficit \$8,475.**

***Net projected balance of \$85,931***

## Unrestricted Assumptions 2015/16

- LCFF funding based on 1.58% Cola and 32.19% Gap funding rate.
- Supplemental and Concentration unduplicated 3 year average is 77.20%
- Property tax: \$414,354 of this \$18,560 is Mid Valley's share.
- EPA funding: \$435,099
- Transfer \$50,000 to Deferred Maintenance.
- ADA was budgeted at 374.09 based on figures in January.
- Funding per ADA is now \$8,545.
- State funding reflects the decrease in Mandate money from 2014/15.
- Local revenue of \$54,000 reflects interest, ASES transportation reimbursement, Book Fair and the 40% reimbursement for Mr. Garcia.
- Contributions increased to \$200,000 to anticipate an increased Special Education contribution. This also includes Routine Maintenance and the Sports League.
- Step and column budgeted at 3%.
- Benefits increased due to higher STRS and PERS rates.
- Supplies are reduced due to the expiration of the Common Core funding.
- County SELPA transfer from LCFF funds \$12,419.

# Kit Carson Union School District

2<sup>nd</sup> Interim

March 18, 2015

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- Indirect is budgeted at \$25,000 this does not include Cafeteria or Mid Valley.
- ***Total projected balance of \$71,028.***

## Restricted Assumptions 2015/16

- Federal revenues consist of SPED, Title I, Title II and REAP.
- State revenue includes Restricted Lottery and SPED.
- Local consists of the SPED apportionment budgeted lower due to decreased AB 602 funding and revenue from the Sports League.
- \$215,000 increased contribution from unrestricted for SPED and the Routine Maintenance contribution.
- Salaries include 3% step and column.
- Benefits increased for additional STRS and PERS.
- Supplies and Services reduced significantly due Common Core monies spent in previous year.
- Transfer to COE includes SPED county services (lower than 14/15 due to one-time AB602 transfer) and KSTA.
- **Total balance \$838**  
***Net Balance of \$71,866***

## Unrestricted Assumptions 2016/17

- LCFF funding based on 2.17% COLA and 23.71% Gap funding rate.
- Property tax: \$414,354 of this \$18,560 is Mid Valley's share.
- EPA funding: \$435,099
- Transfer \$50,000 to Deferred Maintenance.
- ADA was budgeted at 374.09 same as 15/16.
- Funding per ADA is now \$8,910.
- State and Local funding the same as 15/16.
- Contributions increased to \$215,000 to anticipate an increased Special Education contribution. This also includes Routine Maintenance and the Sports League.
- Step and column budgeted at 3%.

# Kit Carson Union School District

2<sup>nd</sup> Interim

March 18, 2015

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- Benefits increased again due to higher STRS and PERS rates.
- Supplies and services the same as 15/16.
- County SELPA transfer from LCFF funds \$13,475.
- Indirect is budgeted at \$25,000 this does not include Cafeteria or Mid Valley.
- **Projected balance of \$82,619.**

## **Restricted Assumptions 2016/17**

- All revenues are budgeted the same as 2015/16.
- Salaries include 3% step and column.
- Benefits are increased for STRS and PERS.
- Supplies and Services are the same as 2015/16.
- Transfer to COE includes SPED county services and KSTA.
- Indirect budgeted at \$25,000.
- **Projected balance of \$1,439.**

***Net Balance of \$84,058***



# Kit Carson Union School District

## Mid Year Projection

	First Interim 14-15	Second Interim 14-15	%	Explanations
<b>REVENUES</b>				
LCFF/Revenue Limit Source (8010-8099)	\$ 2,977,699	\$ 2,967,317	-0.3%	
Remaining Revenues (8100-8799)	\$ 479,649	\$ 490,697	2.3%	Gap funding less than anticipated
<b>TOTAL REVENUES</b>	\$ 3,457,348	\$ 3,458,014	0.0%	One time Mandate money
<b>EXPENDITURES</b>				
1000 Certificated Salaries	\$ 1,549,129	\$ 1,522,752	-1.7%	
2000 Classified Salaries	\$ 619,193	\$ 620,193	0.2%	.5 FTE Intervention teacher not replaced
3000 Employees' Benefits	\$ 503,181	\$ 497,558	-1.1%	
4000 Books and Supplies	\$ 224,551	\$ 254,174	13.2%	Common Core/Additional technology spending
5000 Services and Operating Exps	\$ 440,466	\$ 445,286	1.1%	Higher service costs such as electricity, trash, pest control
6000 Capital Outlay	\$ -	\$ -	0.0%	
7000 Other	\$ 32,299	\$ 32,120	-0.6%	
<b>TOTAL EXPENDITURES</b>	\$ 3,368,819	\$ 3,372,083	0.1%	
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 88,529	\$ 85,931	-2.9%	still budgeting a positive balance
<b>OTHER SOURCES AND TRANSFERS</b>				
IN	\$ -	\$ -	0.0%	
<b>OTHER USES AND TRANSFERS OUT</b>				
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 88,529	\$ 85,931	-2.9%	
<b>BEGINNING BALANCE</b>	\$ 536,783	\$ 536,783	0.0%	
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 625,312	\$ 622,714	-0.4%	

Description	Object Codes	2014/15 Projection	% Change	2015/16 Projection	% Change	2016/17 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. Revenue Limit Sources	8010-8099	2,967,317.00	6.33%	3,155,117.00	4.34%	3,292,151.00
2. Federal Revenues	8100-8299	163,561.58	-2.18%	160,000.00	0.00%	160,000.00
3. Other State Revenues	8300-8599	159,436.76	-16.80%	132,650.00	0.00%	132,650.00
4. Other Local Revenues	8600-8799	167,699.00	-12.34%	147,000.00	0.00%	147,000.00
5. Other Financing Sources						
a. Transfers In	8900-8929	-	0.00%	-	0.00%	-
b. Other Sources	8930-8979	-	0.00%	-	0.00%	-
c. Contributions	8980-8999	-	0.00%	-	0.00%	-
6. Total (Sum line A1 thru A5)		3,458,014.34	3.95%	3,594,767.00	3.81%	3,731,801.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				1,522,751.96		1,617,570.96
b. Step & Column Adjustment				45,669.00		48,534.00
c. Cost-of-Living Adjustment				-		-
d. Other Adjustments				49,150.00		-
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,522,751.96	6.23%	1,617,570.96	3.00%	1,666,104.96
2. Classified Salaries						
a. Base Salaries				620,193.29		657,595.29
b. Step & Column Adjustment				18,602.00		19,737.00
c. Cost-of-Living Adjustment				-		-
d. Other Adjustments				18,800.00		25,000.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	620,193.29	6.03%	657,595.29	6.80%	702,332.29
3. Employee Benefits	3000-3999	497,557.81	9.58%	545,235.00	5.60%	575,750.00
4. Books and Supplies	4000-4999	254,173.86	-17.38%	210,000.00	0.00%	210,000.00
5. Services, Other Operating Expenses	5000-5999	445,286.11	-0.06%	445,000.00	0.00%	445,000.00
6. Capital Outlay	6000-6999	-	#DIV/0!	-	#DIV/0!	-
7. Other Outgo (Excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	54,513.56	-12.87%	47,499.00	2.22%	48,555.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(22,394.00)	-100.00%	-	#DIV/0!	-
9. Other Financing Uses						
a. Transfers Out	7600-7629	-	#DIV/0!	-	#DIV/0!	-
b. Other Uses	7630-7699	-	#DIV/0!	-	#DIV/0!	-
10. Other Adjustments (Explain in Section F below)				-		-
11. Total (Sum lines B1 thru B10)		3,372,082.59	4.47%	3,522,900.25	3.54%	3,647,742.25
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		85,931.75		71,866.75		84,058.75
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		536,783.21		622,714.96		694,581.71
2. Ending Fund Balance (Sum lines C and D1)		622,714.96		694,581.71		778,640.46
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	1,100.00		1,100.00		1,100.00
b. Restricted	9740	157,029.24		157,867.52		159,306.80
c. Committed						
1. Stabilization Agreements	9750	-		-		-
2. Other Commitments	9760	-		-		-
d. Assigned	9780	-		-		-
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	150,000.00		150,000.00		150,000.00
2. Unassigned/Unappropriated	9790	314,585.72		385,614.19		468,233.66
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		622,714.96		694,581.71		778,640.46

Description	Object Codes	Projected Year Totals	% Change	2015/16 Projection	% Change	2016/17 Projection
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Agreements	9750	-		-		-
b. Reserve for Economic Uncertainties	9789	150,000.00		150,000.00		150,000.00
c. Undesignated/Unappropriated Amount	9790	314,585.72		385,614.19		468,233.66
d. Negative Restricted Ending Balances						
(Enter other reserve projections in Columns A, C and E for current year and subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay						
a. Stabilization Agreements	9750	-		-		-
b. Reserve for Economic Uncertainties	9789	-		-		-
c. Undesignated/Unappropriated Amount	9790	-		-		-
3. Total Available Reserves - by Amount (Sum of lines E1a thru E2c)		464,585.72		535,614.19		618,233.66
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		13.78%		15.20%		16.95%
<b>F. RECOMMENDED RESERVES</b>						
1. Total Expenditures, Transfers Out, and Other Uses (Line B11)		3,372,082.59		3,522,900.25		3,647,742.25
2. Less: Special Education Pass-Through Funds		-		-		-
3. Sub-Total (Line F1 minus F2)		3,372,082.59		3,522,900.25		3,647,742.25
4. Recommended Minimum Reserve Percentage		4%		4%		4%
5. Recommended Minimum Reserve - By Percentage						
6. Recommended Minimum Reserve - By Amount		134,883.30		140,916.01		145,909.69
7. Recommended Reserves (Greater of Line F5 or F6)		-		-		-
8. Available Reserves Meet Minimum Recommended Reserves		Yes		Yes		Yes
G. If Line F8 is NO, for the subsequent fiscal years, explain why reserves are projected to fall below the minimum and what actions, if any are being proposed to build reserves back up to the minimum levels.						

Description	Object Codes	2014/15 Projection	% Change	2015/16 Projection	% Change	2016/17 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	2,967,317.00	6.33%	3,155,117.00	4.34%	3,292,151.00
2. Federal Revenues	8100-8299	-	#DIV/0!	0.00	#DIV/0!	0.00
3. Other State Revenues	8300-8599	75,134.76	-35.25%	48,650.00	0.00%	48,650.00
4. Other Local Revenues	8600-8799	54,699.00	-1.28%	54,000.00	0.00%	54,000.00
5. Other Financing Sources						
a. Transfers In	8900-8929	-	#DIV/0!		#DIV/0!	
b. Other Sources	8930-8979	-	#DIV/0!		#DIV/0!	
c. Contributions	8980-8999	(185,589.56)	7.76%	-200,000.00	7.50%	-215,000.00
6. Total (Sum line A1 thru A5c)		2,911,561.20	5.02%	3,057,767.00	3.99%	3,179,801.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				1,387,312.24		1,473,931.24
b. Step & Column Adjustment				41,619.00		44,225.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				45,000.00		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,387,312.24	6.24%	1,473,931.24	3.00%	1,518,156.24
2. Classified Salaries						
a. Base Salaries				476,788.29		505,388.29
b. Step & Column Adjustment				14,300.00		15,162.00
c. Cost-of-Living Adjustment						-
d. Other Adjustments				14,300.00		25,000.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	476,788.29	6.00%	505,388.29	7.95%	545,550.29
3. Employee Benefits	3000-3999	430,666.81	10.29%	475,000.00	5.26%	500,000.00
4. Books and Supplies	4000-4999	166,978.41	-13.16%	145,000.00	0.00%	145,000.00
5. Services, Other Operating Expenses	5000-5999	390,371.92	2.47%	400,000.00	0.00%	400,000.00
6. Capital Outlay	6000-6999	-	#DIV/0!		#DIV/0!	
	7100-7299					
7. Other Outgo (Excluding Transfers of Indirect Costs)	7400-7499	11,363.00	9.29%	12,419.00	8.50%	13,475.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(46,326.28)	-46.03%	(25,000.00)	0.00%	(25,000.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	-	#DIV/0!		#DIV/0!	
b. Other Uses	7630-7699	-	#DIV/0!		#DIV/0!	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		2,817,154.39	6.02%	2,986,738.53	3.70%	3,097,181.53
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b> (Line A6 minus line B11)		94,406.81		71,028.47		82,619.47
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		371,278.91		465,685.72		536,714.19
2. Ending Fund Balance (Sum lines C and D1)		465,685.72		536,714.19		619,333.66
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	1,100.00		1,100.00		1,100.00
b. Restricted	9740					
c. Committed						
1. Stabilization Agreements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	150,000.00		150,000.00		150,000.00
2. Unassigned/Unappropriated	9790	314,585.72		385,614.19		468,233.66
f. Total Components of Ending Fund Balance						
Line D3f must agree with line D2)		465,685.72		536,714.19		619,333.66



Description	Object Codes	Projected Year Totals	% Change	2015/16 Projection	% Change	2016/17 Projection
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Agreements	9750	-		-		-
b. Reserve for Economic Uncertainties	9789	150,000.00		150,000.00		150,000.00
c. Undesignated/Unappropriated Amount	9790	314,585.72		385,614.19		468,233.66
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay						
a. Stabilization Agreements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Undesignated/Unappropriated Amount	9790					
3. Total Available Reserves (Sum of lines E1a thru E2bc)		464,585.72		535,614.19		618,233.66

## F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software Instruction Manual

[illegible]

Description	Object Codes	2014/15 Projection	% Change	2015/16 Projection	% Change	2016/17 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. Revenue Limit Sources	8010-8099	-	#DIV/0!		#DIV/0!	
2. Federal Revenues	8100-8299	163,561.58	-2.18%	160,000.00	0.00%	160,000.00
3. Other State Revenues	8300-8599	84,302.00	-0.36%	84,000.00	0.00%	84,000.00
4. Other Local Revenues	8600-8799	113,000.00	-17.70%	93,000.00	0.00%	93,000.00
5. Other Financing Sources						
a. Transfers In	8900-8929	-	#DIV/0!		#DIV/0!	
b. Other Sources	8930-8979	-	#DIV/0!		#DIV/0!	
c. Contributions	8980-8999	185,589.56	7.76%	200,000.00	7.50%	215,000.00
6. Total (Sum line A1 thru A5)		546,453.14	-1.73%	537,000.00	2.79%	552,000.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				135,439.72		143,639.72
b. Step & Column Adjustment				4,050.00		4,309.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				4,150.00		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	135,439.72	6.05%	143,639.72	3.00%	147,948.72
2. Classified Salaries						
a. Base Salaries				143,405.00		152,207.00
b. Step & Column Adjustment				4,302.00		4,575.00
c. Cost-of-Living Adjustment						-
d. Other Adjustments				4,500.00		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	143,405.00	6.14%	152,207.00	3.01%	156,782.00
3. Employee Benefits	3000-3999	66,891.00	5.00%	70,235.00	7.85%	75,750.00
4. Books and Supplies	4000-4999	87,195.45	-25.45%	65,000.00	0.00%	65,000.00
5. Services, Other Operating Expenses	5000-5999	54,914.19	-18.05%	45,000.00	0.00%	45,000.00
6. Capital Outlay	6000-6999	-	#DIV/0!		#DIV/0!	
	7100-7299					
7. Other Outgo (Excluding Transfers of Indirect Costs)	7400-7499	43,150.56	-18.70%	35,080.00	0.00%	35,080.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	23,932.28	4.46%	25,000.00	0.00%	25,000.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	-	#DIV/0!		#DIV/0!	
b. Other Uses	7630-7699	-	#DIV/0!		#DIV/0!	
10. Other Adjustments (Explain in Section F below)					#DIV/0!	
11. Total (Sum lines B1 thru B10)		554,928.20	-3.38%	536,161.72	2.69%	550,560.72

[illegible]

## LCAP Proportionality Kit Carson Elementary

<b>Fully Funded</b>	<b>757,804</b>	<b>752,349</b>	<b>751,857</b>
	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>2016-17</b>		
Transportation	180,127	212,000	
Economic Impact Aid	98,776		
Professional Dev. Days (3)	22,670	22,750	
SBCP	8,198		
<b>Total</b>	<b>309,771</b>		
Parking lot	72,600		
Nurse	23,425		
Student Specialist	38,987		
Learning Director .6 FTE	47,905		
Music program	9,000		
Physical Education .6 FTE	38,677		
Tutoring via aides	500		
Technology Support Specialist	50,975		
Benefits for above staff	74,150		
Supplies: Nurse	500		
PE	2,500		
Music	2,500		
Parent Outreach	500		
Library	500		
Services: Parent (Website, School Reach)	1,750		
Technology: Chromebooks,	38,000		
carts / instead of Intervention teacher			
<b>Total</b>	<b>637,219</b>		
Deferred Maintenance		50,000	
EL Services Specialist			
Teacher salary to reduce combo classes			
Intervention Teacher .6 FTE			
Agriculture program			
<b>Total</b>			



## Kit Carson Union School District

### LCAP Annual Review Summary

The intent of this document is to summarize the annual review of the LCAP by the district.

#### 1. Changes in applicability

After reviewing the LCAP, only one minor titular change to the goals is suggested. The current goals of **High Expectations and Academic Rigor**, **High Quality Instruction**, and **Engage Parents and Volunteers** are still applicable. We suggest changing the name of the third goal, *Engage Parents and Volunteers*, to *Increased Stakeholder Engagement*, to reflect that the LCAP benefits different stakeholder groups- students most of all.

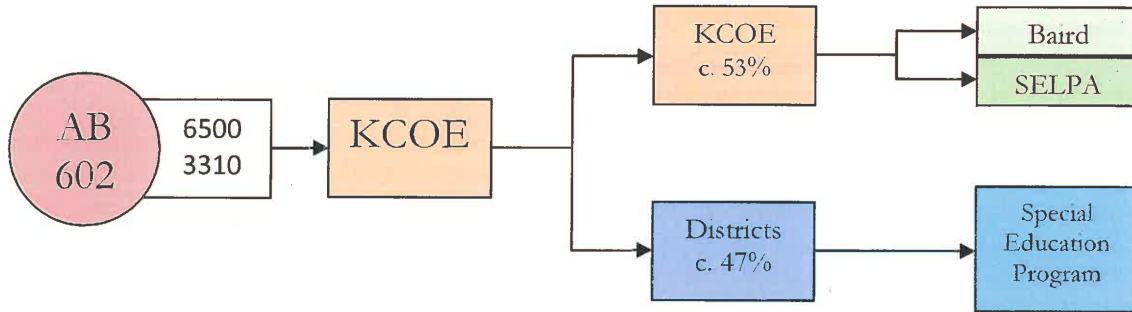
#### 2. Review progress towards LCAP goals

<b>Goal 1 &amp; 2</b> Teacher Professional Learning Instructional Aide Professional Learning Academic Intervention Program English Language Program Tutoring  Mobile Labs  Music Program  Parking Lot Transportation	<b>Goal 1 &amp; 2</b> Student Specialist Nurse (District LVN) Physical Education Teacher (4-8) Learning Director Technology Support Specialist  <b>Intervention Specialist</b>	<b>Goal 3</b> <b>English Language Learner Liaison</b>  Family Nights Trimester Awards  Website School Reach  LCAP Board Meetings
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#### 3. Assessment of specific actions toward achieving goals

Specific Action	Assessment
Participated in four Kagan student engagement PD days for teachers Trained 13 teachers and aides in Orton Gillingham method of literacy development Learning Director created intervention program for grades K-8, including scheduling Learning Director worked with Instructional Aides to schedule and implement EL services Learning Director scheduled and implemented tutoring after school Purchased, setup and deployed three mobile labs with 36 Chromebooks Hired Music instructor for after school music program	Need for more + monitoring Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need 1:1 Successful/need charter
Contracted for repaving of front parking lot Retained transportation program Retained Student Specialist Retained Nurse (District LVN) Retained Physical Education Teacher (4-8) Retained Learning Director Retained Technology Support Specialist Intervention Specialist	Successful Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need ongoing Not accomplished/needed
English Language Learner Liaison Held Family Night Events Created and implemented a citizenship award program and a trimester awards program Recreated school website and created a social media page (Facebook) Renewed contract for auto-call services and adopted text-based reminder service Held public LCAP meetings to garner input from stakeholders	Not accomplished/needed Successful/need ongoing Successful/need ongoing Successful/need ongoing Successful/need ongoing Gained input/need ongoing

## Special Education Funding



### Kit Carson Students served by program:

Shelly Baird: 4

SELPA: 40 (includes preschool and Baird)

SpEd on campus: 28 (Soon to be 30)

**Contribution from general fund to district special education: \$69,000**

**Additional contribution to KCOE for 2013-2014: c. \$8000**



# HIGHLANDS ENERGY

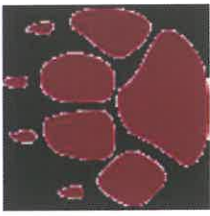
An Alvarado Group Company



**KIT CARSON**  
UNION SCHOOL DISTRICT



9895 7th Avenue | Hanford, CA



- Annual Allocation = \$ 69,879
- 5 Year Total Allocation = \$349,395
- Planning Amount Allowable = \$ 69,879
- **Discovery Phase Amount**
- **w/Highlands Energy = \$ 6,827**
- Remaining Amount for Implementation = \$342,568





# K-12 ENERGY PROJECTS LIST

LEA:	COUNTY	ADA:	Discovery Phase Status:	Solutions Phase Status:	Project Type:	SIR:	Phase Cost:	Contact:
Madera Unified School District	Madera	18,432	Start - March 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$212,800	Susan Harautuneian
Livingston Union School District	Merced	2,484	Start - February 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$25,008	Andres Zamora
The Academy for Civic and Entrepreneurial Leadership (ACEL)	Fresno	150	Complete Aug. 2014		Design/Build Proposition 39 Energy Efficiency	1.28	\$9,219	Stephen Morris
Big Picture High School	Fresno	125	Complete Aug. 2014 / EEP APPROVED	Pending	Design/Build Proposition 39 Energy Efficiency	1.69	\$4,995	Gerry Catanzarite
Oakland Military Institute College Preparatory	Alameda	662	Audit Complete / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$20,580	Dr. Mark Ryan
Snelling Merced Falls	Merced	101	Complete Aug. 2014 / EEP APPROVED	Complete Oct. 2014	Design/Build Proposition 39 Energy Efficiency	1.08	\$5,476 (Discovery) / \$102,387 (Solutions)	Alison Kahl
Stone Corral Elementary	Tulare	128	Complete Sept. 2014 / EEP APPROVED	Start 1/29/15	Design/Build Proposition 39 Energy Efficiency	1.07	\$5,780 (Discovery) / \$245,927 (Solutions)	Christopher Kemper
Edison Elementary School District	Kern	1,095	Start - May 2014 / Complete Nov. 2014 - EEP APPROVED	Pending	Design/Build Proposition 39 Energy Efficiency	1.09	\$31,384	Matt Carter
Lamont Elementary School District	Kern	2,711	Start - June 2014 / Complete Oct. 2014 - EEP APPROVED	Pending	Design/Build Proposition 39 Energy Efficiency	1.32	\$19,265	Dave Beckman
Academies of the Antelope Valley	LA	145	Start - Aug. 2014 / Complete Dec. 2014	N/A	Design/Build Proposition 39 Energy Efficiency	0.45	\$4,992	Mat Havens
SOAR Charter	San Bernardino	389	Start - Aug. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$5,220	Kristin Kraus
Monterey County Office of Ed.	Monterey	802	Start - Aug. 2014 / Pending EEP Approval		Design/Build Proposition 39 Energy Efficiency	1.06	\$8,893	Josh Jorn
Oasis Charter	Monterey	237	Start - Sept. 2014 / Pending EEP Approval		Design/Build Proposition 39 Energy Efficiency	1.06	\$4,450	Juanita Perca
Alvina Elementary School District	Fresno	196	Start - May 2014 / Complete Oct. 2014 - EEP APPROVED	Start 1/5/15 - Phase I complete	Design/Build Proposition 39 Energy Efficiency	1.05	\$9,996	Kathy Bagwell
Carter G. Woodson Public Charter	Fresno	312	Start - June 2014 / EEP APPROVED		Design/Build Proposition 39 Energy Efficiency	1.12	\$5,775	Linda Washington
W.E.B. Dubois Charter	Fresno	373	Start - June 2014 / EEP APPROVED		Design/Build Proposition 39 Energy Efficiency	1.4	\$7,530	Linda Washington
Delano Joint Union High School District	Kern	4,112	Start - Sept. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$58,658	James Hay
Oak Valley Union Elementary School District	Tulare	433	Start - Sept. 2014 / EEP APPROVED	Pending	Design/Build Proposition 39 Energy Efficiency	1.06	\$3,775	Kerry Beauchaine
Sycamore Valley Academy	Tulare	125	Start - Sept. 2014 / EEP APPROVED	Pending	Design/Build Proposition 39 Energy Efficiency	1.06	\$4881 (Discovery) / \$188,923 (Solutions)	Dr. Ruth Dutton
Southside Elementary School	San Benito	224	Start - Oct. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$4,642	Eric Johnson
ASA Charter	San Bernardino	263	Start - Nov. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$4,460	Brandie Smith
Armona Union Elementary	Kings	1,219	Start - Nov. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$11,019	Xavier Pina
Luther Burbank Elementary	Santa Clara	535	Start - Nov. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$10,767	Michelle Richardson
Outside Creek Elementary	Tulare	103	Start - Oct. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$2,849	Derrick Bravo
Eleanor Roosevelt Community Learning Center	Tulare	251	Start - Dec. 2014 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$3,422	Daniel Huecker
Midway School District	Kern	104	Start - Jan. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$10,489	Greg Coker
Saucelito Elementary	Tulare	87	Start - Jan. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$2,175	Cynthia Lamb
Allensworth Elementary	Tulare	77	Start - Feb. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$4,183	Roel Marroquin
Madera County Office of Education	Madera	452	Start - Feb. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$2,289	Opie Riar
Madera Independent Academy	Madera	397	Start - Feb. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$2,792	Opie Riar

LEA:	COUNTY	ADA:	Discovery Phase Status:	Solutions Phase Status:	Project Type:	SIR:	Phase Cost:	Contact:	
Pioneer Technical Center	Madera	144	Start - Feb. 2015/ Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$2,970	Opie Riar	Facilities Manager
General Shafter Elementary	Kern	145	Start - Mar. 2015/ Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$4,245	Henry Buenrostro	Director MOT
Sundale Union Elementary	Tulare	786	Start - Mar. 2015/ Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$17,351	Terri Rufert	Superintendent
Lakeside Joint Elementary	Santa Clara	89	Start - Mar. 2015/ Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$4,650	Eric Bitter	Superintendent
Granada Hills Charter High School	Los Angeles	4,132	Start - Mar. 2015		Design/Build Proposition 39 Energy Efficiency	TBD	\$21,526	Jennifer Ustice	Principal COO
Le Grand Union Elementary	Merced	406	Start - April 2015		Design/Build Proposition 39 Energy Efficiency	TBD	\$8,245	Sharon Hernandez	M&O Supervisor
Le Grand Union High	Merced	499	Start - Mar. 2015 / Pending EEP Submission		Design/Build Proposition 39 Energy Efficiency	TBD	\$14,000	Donna Alley	Superintendent
New Jerusalem Charter	San Joaquin	209	Start - April 2015		Design/Build Proposition 39 Energy Efficiency	TBD	\$3,396	David Thoming	Superintendent
New Jerusalem DO	San Joaquin	21	Start - April 2015		Design/Build Proposition 39 Energy Efficiency	TBD	\$1,172	David Thoming	Superintendent
New Jerusalem DO	San Joaquin	737	Start - April 2015		Design/Build Proposition 39 Energy Efficiency	TBD	\$9,399	David Thoming	Superintendent



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**ALVINA ELEMENTARY CHARTER SCHOOL DISTRICT**  
*"Commitment to Tradition & Excellence"*  
*Est. 1912*

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**Board of Trustees**

David Hill  
David Davila  
Alex Diaz

**Superintendent/Principal**

Mike E. Iribarren

March 11, 2015

RE: Letter of Recommendation

To Whom It May Concern:

Alvina Elementary Charter School District contracted with Highlands Energy last year for the following services:

- ASHRAE 2 Audit
- Health & Safety Audit
- Benchmarking
- Fund Sourcing
- CEC Calculators & Energy Expenditure Plan Submission
- Master Energy Plan (which included Findings & Recommendations, Inventory, Benchmark Results, Fund sourcing and all Prop 39 submission documents)

Not only did Highlands Energy get our District approved utilizing CEC calculators and their own custom calculations, but they were able to get our District approved *quickly*. Highlands Energy is now beginning the Implementation Phase of our Prop 39 project. They are professional, punctual, well-equipped, and highly qualified to deliver what they committed to, and more. They are a pleasure to work with and we are looking forward to utilizing their organization for even more work in the future as long term, trusted partner. I recommend Highlands Energy to provide energy efficiency solutions in your District as well.

Sincerely,

Kathy Bagwell, Finance Officer  
Alvina Elementary Charter School District

# CEC APPROVED ENERGY EXPENDITURE PLANS - January 12th, 2015

Local Education Agency Name	County	Number Of Schools	Amount Approved	IES?
Alvina Elementary	Fresno	1	\$216,788.00	
Central Unified School District	Fresno	19	\$3,379,735.35	<b>IES</b> Indoor Environmental Services
Big Creek Elementary School District	Fresno	1	\$72,965.00	<b>IES</b> Indoor Environmental Services
Big Picture High School	Fresno	1	\$215,329.00	
Fresno Unified	Fresno	1	\$1,294,341.00	
Cecil Avenue Math & Science Academy	Kern	1	\$243,156.00	<b>IES</b> Indoor Environmental Services
Del Vista Math & Science Academy	Kern	1	\$233,988.00	<b>IES</b> Indoor Environmental Services
Delano Union Elementary School District	Kern	5	\$1,126,891.00	<b>IES</b> Indoor Environmental Services
Kern County Superintendent of Schools	Kern	5	\$128,647.00	
Nueva Vista Language Academy	Kern	1	\$248,284.00	<b>IES</b> Indoor Environmental Services
Central Union Elementary School District	Kings	3	\$459,657.00	<b>IES</b> Indoor Environmental Services
Hanford Elementary School District	Kings	4	\$287,720.00	
Hanford Joint Union High	Kings	3	\$158,248.99	
Reef Sunset Unified School District	Kings	7	\$644,732.00	<b>IES</b> Indoor Environmental Services
Chowchilla Elementary School District	Madera	1	\$81,465.00	
Sherman Thomas Charter School	Madera	1	\$97,632.00	
Chowchilla High School District	Madera	1	\$293,471.00	<b>IES</b> Indoor Environmental Services
Planada Elementary School District	Merced	1	\$91,376.00	
Snelling Merced Falls Union Elementary	Merced	1	\$93,325.00	
Linden Unified School District	San Joaquin	6	\$511,079.00	
Banta Elementary School District	San Joaquin	1	\$68,677.95	
Lodi Unified School District	San Joaquin	8	\$1,220,921.00	
Escalon Unified School District	San Joaquin	1	\$589,225.00	<b>IES</b> Indoor Environmental Services
Chatom Union	Stanislaus	2	\$202,794.50	<b>IES</b> Indoor Environmental Services
Salida Union School District	Stanislaus	1	\$622,815.00	
Keyes to Learning Charter School	Stanislaus	1	\$93,464.00	<b>IES</b> Indoor Environmental Services



# CEC APPROVED ENERGY EXPENDITURE PLANS - January 12th, 2015

Local Education Agency Name	County	Number Of Schools	Amount Approved	IES?
Keyes Union School District	Stanislaus	2	\$120,666.00	<b>IES</b> Indoor Environmental Services
Traver Joint Elementary	Tulare	1	\$198,931.00	<b>IES</b> Indoor Environmental Services
Richgrove Elementary	Tulare	1	\$121,016.00	
Ducor Elementary	Tulare	1	\$157,262.00	<b>IES</b> Indoor Environmental Services
Pleasant View Elementary	Tulare	1	\$233,056.00	<b>IES</b> Indoor Environmental Services
Terra Bella Union Elementary School District	Tulare	3	\$256,000.00	<b>IES</b> Indoor Environmental Services
Columbine Elementary School	Tulare	1	\$172,327.00	
Stone Corral Elementary	Tulare	1	\$212,723.00	
Sunnyside Union Elementary	Tulare	1	\$76,682.00	<b>IES</b> Indoor Environmental Services
Monson-Sultana Joint Union Elementary School District	Tulare	1	\$264,796.00	<b>IES</b> Indoor Environmental Services
Alta Vista Elementary School District	Tulare	1	\$204,553.00	<b>IES</b> Indoor Environmental Services
<b>TOTALS</b>	<b>ALL</b>	<b>91</b>	<b>\$14,477,951.79</b>	
<b>TOTALS</b> <b>IES</b> Indoor Environmental Services	<b>ALL IES</b>	<b>54</b>	<b>\$9,100,308.85</b>	<b>IES</b> Indoor Environmental Services