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

April 15, 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.
- c. Presentation of the Kit Carson Educators Association/CTA/NEA Initial proposal for 2015-2016 certificated contract negotiations. Copies of the proposal are available for inspection. The Board will hear comments from the public concerning the proposal later on this evening's agenda.
- d. Mid Valley Charter School students present "Casey at the Bat."

3. Presentations, reports and communications

- a. Review calendar events
- b. Staffreports
- c. Board member reports
- d. Superintendent report

4. Information items

- a. Kit Carson Educators Association/CTA/NEA Initial proposal for 2015-2016
- b. First reading of Administrative Regulation 4262 to make proposed changes
- c. Review the Charter School Application to the California Department of Education Charter School Division

5. Consent items

- a. Consider approving the Regular Board minutes of March 18, 2015
- b. Review and approve the Bills and Warrants

6. Action items

- a. Consider approving the Inter-District Request for the 2015-2016 school years
- b. Consider adopting Board Policy and Administrative Regulation 1312.3 for the purpose of updating them
- c. Consider approving the job description for Special Education/Intervention Program Teacher

7. Financial

a. None

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

April 15, 2015; 6:30 pm Kit Carson Staff Room, 9895 Seventh Avenue, Hanford, California

8. Future Planning and Adjournment

- a. Next Regular Board meeting: May 20, 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.

The Governing Board will meet in closed session after the regular board meeting to discuss Negotiations.

April 2015 TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Spring Break	Spring Break	Spring Break	Spring Break
5	6	7	8	9	10	11
	Spring Break	School resumes	Book fair viewing	Book fair viewing	Storybook parade	
		PTC Meeting 6:30	Softball at Lakeside 3:15	BEST DAY ID#2652 ID#2437 ID#2812		
12	13	14	15	16	17	18
	Book Fair	Book Fair	Book Fair	Book Fair	Book Fair	
	8:30 2nd & 3rd Tiger Society	CAASPP & CST testing begins (3-8)				PTC SPRING FLING
	Cabinet 9:15		1:00 K & 1 Tiger Society			
	Faculty meet 2:05	Family night 4:30-6:30	Board Meeting 6:30	Softball at KRH 2:30	2	
19		24				
13	20 8:30 4th-8th Tiger Society 2:05 PL Day Room 32	GRADES DUE for Eligibility/Progress Reports	22	23 Softball at KC vs HC 3:30 8:30 2nd grade to Fresno Zoo	PROGRESS REPORTS GO HOME Softball at KRH 2:30	25
26	27 Cabinet Meeting 9:15 Faculty meeting 2:05 PM Rm 32	28 Citizenship lunch 11:30 K-3 12:00 4-8	29	30 Pee Wee practice 9 AM 1 PM Softball at KC vs Lakeside 3:30	1 Pee Wee Track Meet Lunch 1/2 hour early	7

May 2015

TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Pee Wee Track Meet	2
-					Lunch 1/2 hour early	
3	4	5 PTC Meeting 6:30	6 Employee Appreciation BBQ	7 BEST DAY ID#2510 ID#2531 ID#1905 ID#2925 ID#2513 9:00 - Preschool to the Art Center? Softball at KC vs SRM 2:30	8	9 Softball Tournament Lakeside 8:0
10	11 Cabinet Meeting 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32 6:30 - 4-H Mtg	12	13 8:30 am 1st graders to The Discovery Center in Fresno	14 ID#2601 ID#3429 ID#2592 ID#2816 9:00 - Preschool to the Art Center?	15	16
17	18 2:05 PL Day Room 32	19	20 Board Meeting 6:30	EARLY RELEASE 8:30-12:30 pm 2nd graders to the International Agri Center Open House 6:30	22 Grandparents Day 7:45-9:15 SPRING PROGRAM 9:30 AM	23
24	25 No School Memorial Holiday	26 8 th grad practice 9:00	27 Talent Show?	28 8th grade trip Career Day?	29 8th grade trip	30
31						

To: Kit Carson Board of Trustees

From: Kit Carson Educators Association

Date: March 19, 2015

Subj: Initial Contract Proposal

The Kit Carson Educators' Association would like to open contract negotiations for the 2015-2016 year. We are proposing the following changes to the Articles and Appendices of the 2012-2015 contract:

Change Article I to read: The contract will run from July 1, 2015 through June 30, 2018.

Change Article VI Section D. Add the following sentence: Teachers in grades K through 3 will have at least 90 minutes of preparation time within each full school week which may be coordinated with the P.E. schedule.

Change Article VI Section J. The 2015/2016 school calendar is attached as an Appendix to the Agreement (See Appendix D).

<u>Change</u> Appendix E to reflect a six (6) percent pay raise on the 2014 - 2015 salary schedule.

Me Cull 1

President

Bargaining Chair

Vice President

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO:	Kit Carson Board of Trustees
FROM:	Todd Barlow, Superintendent/Principal
DATE:	April 9, 2015
For:	(X) School Board () Superintendent's Cabinet
For:	(X) Information () Action
Date you wis April 15, 2015	h to have your item considered:
Item: First reading of	of Administrative Regulations 4262 as presented
• 0-4 ye • 5-9 ye • 10-20	nges to item 2: ears of service shall earn vacation at the rate of .03846 ears of service shall earn vacation at the rate of .05769 years of service shall earn vacation at the rate of .07692 ears or more of service shall earn vacation at the rate of .09615
Fiscal Impact N/A	t:
Recommenda Consideration	

Kit Carson Union ESD

Administrative Regulation

Classified Vacations And Holidays

AR 4262 Personnel

Eligibility

All probationary and permanent classified employees in the district shall earn paid vacation. Vacation shall be earned on a monthly basis from the date of employment but shall not become a vested right until completion of the initial six months of employment. This section shall not apply to substitute, short-term, or limited-term employees.

Accumulation

- Vacation time shall be earned and accumulated in accordance with the items listed below.
 The date for computing earned vacation days shall be from July 1 June 30 of each year. Staff hired during
 a fiscal year will establish year one in that same year only if they work 75% of the full-time contract for
 their position.
- 2. Employees are entitled to earn vacation at the following designated rates contingent upon consecutive years of service with the district:
 - 0-4 years of service shall earn vacation at the rate of .03846
 - 5-9 years of service shall earn vacation at the rate of .05769
 - 10-20 years of service shall earn vacation at the rate of .07692
 - 20 years or more of service shall earn vacation at the rate of .09615

Vacation entitlements are calculated using the rate, above, times the number of days the employee is contracted to work and are recorded in hours dependent upon the hours per day the employee is assigned (rate x contract days x hours per day), excluding overtime.

3. If the employee is not permitted to take their full annual vacation, the amount not taken shall accumulate for use in the next year but no more than 10 days are allowed to carry over without the written approval of the Superintendent.

Vacation Pay

- 1. Vacation pay is compensated at the rate of pay earned at the time the vacation accrued.
- 2. Classified personnel entitled to earned vacation who are required to be in attendance during the instructional calendar are not permitted to take vacation time off. Earned vacation days are added to the annual salary computation and paid to the employee on a monthly basis.

Vacation Time Off

1. Vacation may be taken at any time during the school year but requests for time off must be approved by the employee's immediate supervisor and the Superintendent in advance of the leave time requested.

- 2. Permitted time off is at the sole discretion of the employee's immediate supervisor and the Superintendent and is based on the needs of the district.
- 3. The employee may be granted vacation during the school year even though the time had not yet been earned at the time the vacation is taken with approval by the Superintendent.

Vacation Pay Upon Termination

- 1. Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.
- 2. If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his services, the employer shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

Vacation Postponement

If an employee's vacation becomes due during a period when he/she is on leave for any bona fide reason, he/she may request that his/her vacation dates be changed and the district will grant such a request in accordance with vacation dates available and needs of the district.

Interruption of Vacation

- 1. A permanent employee shall be permitted to interrupt or terminate vacation in order to begin a bona fide leave, provided the employee provides a written notice and statement attesting as to the reason for the change of status. If the reason is due to illness or injury, the statement will be obtained from a medical practitioner providing the treatment.
- 2. When a holiday falls during the scheduled vacation period of the employee, such holiday shall not count as a day of vacation.

Eligibility

All probationary or permanent employees that are a part of the classified service shall be entitled to the following paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday

- January 1
- The third Monday in January known as "Martin Luther King Day"
- The second Monday in February known as "Lincoln Day"
- The third Monday in February known as "Washington Day"
- The last Monday in May known as "Memorial Day"
- July
- The first Monday in September known as "Labor Day"
- November 11 known as "Veterans Day"
- That Thursday in November proclaimed by the President as "Thanksgiving Day"
- The day after Thanksgiving Day in lieu of "Admissions Day"
- December 25
- All days appointed by the Governor for a public fast, thanksgiving, or holiday, and all special or limited holidays on which the Governor provides that the schools shall close.
- · All days appointed by the President as a public fast, thanksgiving, or holiday, unless it is

a special or limited holiday.

Any other day designated as a holiday by the Governing Board of the school district.

Provisions for Holidays that fall on weekends

- When any of the holidays on which the schools would be closed falls on Sunday, the public schools shall close on the Monday following
- When any of the holidays on which the schools would be closed falls on Saturday, the public schools shall close on the preceding Friday, and that Friday shall be declared a state holiday.

School Recess Periods

- School recesses during the Winter break, Spring break, and the mid-February periods shall not be considered holidays for classified employees who are normally required to work during that period. However, this shall not be construed as affecting vacation rights specified in this section.
- Regular employees of the district who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those two holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

Legal Reference:

EDUCATION CODE

1318 Declaration of holiday (county superintendent)

37220 School holidays

37222 Declaration of holiday by governing board

45190 Leaves of absence and vacations

45197 Annual vacation

45200 Interruption or termination of vacation leave

45203 Paid holidays

45205 Holiday in lieu of specified holiday

45206 Substitute holiday

45206.5 re: "Admission Day"

Policy KIT CARSON UNION SCHOOL DISTRICT adopted: October 14, 2009 Hanford, California

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO:	Kit Carson Governing Board
FROM:	Todd Barlow, Superintendent/Principal
DATE:	April 10, 2015
For:	(X) School Board () Superintendent's Cabinet
For:	(X) Information () Action
Date you w April 15, 20	ish to have your item considered:
Item: Charter Sch	ool application
Purpose: To approve the Education Characteristics	he submission of the Charter School application to the California Department of narter School Division
Fiscal Impa To be presen	net: Inted at the Board meeting
Recommendation	

Mid Valley Alternative Charter School CDS Code: 16-63958 Charter Application 2015 - 2020

Charter Application Approved Kit Carson Union Elementary School District Board

Date:

Table of Contents

Kationa	ile and Foundii	ng Group	3
	Element I:	Educational Philosophy and Program	4
	Element II:	Measurable Student Outcomes	8
	Element III:	Method by Which Student Outcomes and Progress are Measured	9
	Element IV:	Governance Structure	12
	Element V:	Qualifications of Individuals Employed	13
	Element VI:	Health and Safety of Pupils and Staff	14
	Element VII:	Racial and Ethnic Balance	14
	Element VIII:	Admission Requirements	14
	Element IX:	Financial Audit, Fiscal Reporting and Accountability	15
	Element X:	Suspensions, Expulsions and /or Leaving the School District	17
	Element XI:	Compensation and Benefits	17
	Element XII:	Public School Attendance Alternatives	18
	Element XIII:	Rights of District Employees	18
	Element XIV:	Dispute Resolution	19
	Element XV:	Employee Representation	19
	Element XVI:	Closure Protocol	20
	Modifications a	and Changes to the Charter	20
Attachn	nents:		21
	Attachment A:	Mid Valley Alternative Charter School Core Curriculum	22
	Attachment B:	Mid Valley Alternative Charter School Student Support Resources	23
		Student Study Process	25
	Attachment D:	Mid Valley Alternative Charter School Master Agreement	27
	Attachment E:	Expulsion/Suspension Policy	29
		Financial Condition Certification Letter	33
	Attachment G:	Assurances	35

RATIONALE/FOUNDING GROUP

Kit Carson Union School District serves 406 students in a rural community, east of the city of Hanford in Kings County, California. The campus was built in 1952 on land donated by local dairy farmers, the Giacomazzi family. Since then, Kit Carson School has served as the hub of the community for multiple generations of families.

The district houses two schools which service students in transitional kindergarten through eighth grade. Kit Carson School currently has 388 students. Of those, 91 (23.5%) are inter-district transfers whose families choose Kit Carson over their school of residence. Mid Valley Alternative Charter School has 18 students enrolled, all from outside the district.

The student population is representative of the surrounding community. Our greatest significant subgroup is our socio-economically disadvantaged students with 75% of our students coming from economically disadvantaged families. 58% of our students are Hispanic, and 39% are white/non-Hispanic. 27% of our students are English Learners. A majority, 77%, of students' parents graduated from high school, and 18% of our students come from families where the parents have earned a college degree.

The District joined the Charter world during the 1994-1995 school year, when it sponsored a start-up school, Mid Valley Alternative Charter School. Mid Valley was created in response to parents who were looking for a high quality, individualized, home schooling option for their children, and teachers who recognized that the traditional system does not always meet the needs of all children.

The following charter petition renewal is a reflection of the continued support and combined efforts expressed by the district's employees, school board, parents and community.

ELEMENT I: EDUCATIONAL PHILOSOPHY AND PROGRAM

Core Beliefs

The Mid Valley Alternative Charter School, has a positive image, and is cherished as a place that students, staff and families are proud of and promote to others.

- Mid Valley Alternative Charter School exists to promote student learning and achievement,
- A safe learning and working environment exists for students, staff, and families,
- Prudent management of school financial resources benefits our students,
- Competent, highly qualified staff is maintained to support student success,
- Effective communication creates a predictable environment where excellence thrives.

Mid Valley Alternative Charter School is committed to a model of education, which promotes high levels of student achievement through a rigorous and relevant curriculum with high expectations and strong support.

Mid Valley Alternative Charter School staff believes that an educated person in the 21st Century is a confident, self-motivated, life-long learner who can communicate successfully, think creatively, reason logically, manage resources effectively, and understand and capitalize on their own talents, strengths, and abilities.

Mission

The Mid Valley Alternative Charter School educational philosophy flows from and supports the Vision Statement in its belief that *learning best occurs when*:

- Each child is provided a customized educational experience.
- Instructional activities are meaningful and integrated.
- Assessment is used as a diagnostic tool to guide instruction.
- Real-life, context-based learning is emphasized.
- Fruitful collaboration and respect exists between students, staff and parents.
- Expectations and accountability are high.
- Parents are involved in the educational process on a daily basis.
- Parents and community members are valued as a vital component in student success.
- Students are given opportunities to make responsible decisions.
- Student input is valued, promoted and acknowledged.
- Students feel safe and secure in their learning environment.
- There is enrichment through direct and effective access to technology, field trips, exposure to the arts, and extracurricular activities.

EDUCATIONAL PROGRAM

Students Served

Mid Valley Alternative Charter School will offer options to students and families choosing a highly accountable, strongly supportive educational program. The school is dedicated to serving all TK-8 students who desire a rigorous and relevant educational option that meets student needs through individualized instruction, intervention, enrichment, and positive school climate. Mid Valley Alternative Charter School is nonsectarian and nondiscriminatory by gender, ethnicity, religion, national origin, ability, disability, or place of residence. Mid Valley Alternative Charter School will serve students of Kings and adjacent counties.

Curriculum and Instructional Design

Mid Valley Alternative Charter School, in an effort to provide all students with an effective customized education, makes available a variety of learning environments. Common Core State Standards and 21st Century Skills are the foundation for curriculum and instruction (Attachment A).

Mid Valley Alternative Charter School

Mid Valley Alternative Charter School opened on August 1, 1995 as one of the earliest charters in the state of California. It was authorized by the District with the objective of serving home schooling students in grades Kindergarten through eighth grade in Kings County and adjoining counties in the Central Valley. Mid Valley Alternative Charter School provides an independent study/home school option for students whose academic needs are not being met in the classroom setting. The school's charter has been renewed in 2000, 2005, and 2010.

Mid Valley Alternative Charter School's instructional model combines site classes, parent-led study at home, and technology enhanced instruction. A credentialed Master Teacher, working in partnership with the teaching parent, customizes the home-based instruction through regular meetings, goal setting, coaching, oversight and access to resources to provide excellent instruction. A wide variety of standards-based materials and textbooks are drawn from to match the child's learning styles. The relationship between parents and Master Teachers is a foundational core strength of our program.

The new Common Core State Standards (CCSS) provide opportunities to evaluate existing curriculum and implement new curriculum aligned to the CCSS to address individual student needs and promote academic progress. Technology and Internet resources will be major components of new curriculum delivery along with promoting the depth of thinking and problem solving inherent in the CCSS. We embrace the ongoing challenge of meeting the individual needs of all students.

Academic classes and course sessions, taught by credentialed instructors, are offered in all subjects to support and complement the study at home. These classes are a supportive element of the students' education plan. Our ELA, Mathematics, Social Science, Science, intervention, and enrichment offerings are carefully designed to enhance and broaden the academic learning that is taking place at home. A wide variety of teaching strategies are implemented to ensure the fullest application of learning modalities.

Challenges inherent to this model revolve around ongoing and effective communication with families. Since families take on the additional role of formal educator, it is imperative that we train them to do so. Mid Valley Alternative Charter School provides several opportunities for parents to learn how to be effective in this role including: monthly collaboration days, school field trips, and, ongoing consultation with Master Teacher's. Our current challenge revolves around training parents how to make the shifts necessary to effectively teach to the Common Core Standards. We welcome the opportunity to rise to this challenge.

Mid Valley Alternative Charter School is committed to exploring, evaluating, and implementing emerging educational technology to provide students with opportunities and tools for creative and collaborative work. Technology-enhanced instruction will include web-based instruction and electronic curriculum support. Technology also plays a major role in classroom instruction delivery, assessment, and communication. Presently we are exploring implementing "1:1" computing devices for grades 3 through 8 along with Google Apps for Education as an online space for communication and collaboration for staff and students.

Plan for Students Who Are Academically Low Achieving

Mid Valley Alternative Charter School meets the educational needs of academically low achieving students through student support programs and a variety of instructional strategies (Attachment B). Students who are in need of these interventions are identified by the Student Study Team (SST) process (Attachment C) through one or more of the following methods: standardized test scores, local assessment scores, teacher observation, academic grades, and other school-approved screening criteria.

At Mid Valley Alternative Charter School, parents work closely with a credentialed teacher to provide differentiated instruction in all core academic areas in a home-school setting. Parents meet with Mid Valley teachers at least once per week. Parents contact the teachers via phone or e-mail as often as needed.

Plan for English Learners

Identification of Students

Students who have a primary language other than English are properly identified, assessed, and reported. English comprehension and speaking proficiency are assessed by using the California English Language Development Test (CELDT) in listening, speaking, reading, and writing within 30 days. For those students whose primary language is other than Spanish, a more informal assessment procedure is utilized including parent and student interview. Parents are notified in writing of their child's English and primary language proficiency assessment result.

Placement of Students

English learners with reasonable fluency in English have been placed in an English language mainstream curriculum. On an ongoing basis, English Learners will be monitored by the administrator, classroom teacher and support personnel utilizing such instruments as the C.O.R.E. and SOLOM, reassessment of the CELDT instrument, achievement of the state adopted EL standards, and other relevant information.

Re-designation Criteria and Assessment (Castaneda v. Pickard, Gomez v. Illinois)

Students who are limited-English proficient shall be re-designated as fluent-English proficient when they have demonstrated English language proficiency comparable to that of the average native speakers and can participate equally with average native speakers in the school's regular instructional program.

Mid Valley Alternative Charter School will administer the new California English Language Development Test (CELDT) to all ELLs in transitional kindergarten through grade 8. Within the CELDT, there are five proficiency levels of English language development that correlate with the ELD standards developmental levels: Beginning, Early Intermediate, Intermediate, Early Advanced and Advanced. The purpose of the CELDT is threefold:

- To identify students as ELLs, thereby ensuring English Language Development and access to the core curriculum through appropriate services;
- To monitor the annual progress of ELL students in acquiring English proficiency; and
- To be used as one of the criteria in the reclassification of students from ELL to fluent English proficient.

When the teacher, administrator, parent, or support personnel believe that a student may be at a level of proficiency to be re-designated, that student will be "evaluated" utilizing the criteria listed before. Once all the information has been gathered, the re-designated team will make a decision regarding the appropriateness of re-designation.

Plan for Special Education

Mid Valley Alternative Charter School recognizes the important obligation of providing effective educational opportunities to all of its students, regardless of special needs. To meet this obligation, Mid Valley coordinates special education services with the district as specified in this charter and in accordance with the Kings County SELPA local plan and state and federal law.

The process used at Mid Valley Alternative Charter School to identify incoming students who qualify, or existing students referred for special education programs and services, include but are not limited to the following: a routing system of CUM folders and/or special education folders which identifies the special needs of any student who has an existing IEP, screening for special needs using local assessments, Student Study Team meetings, behavior and health evaluations, psychometric evaluations, and academic assessment in accordance with state and federal law. Prior to enrollment in the Mid Valley Alternative Charter School, each special education student must have an Individualized Education Plan (IEP) which states that the independent study program offered

Mid Valley Alternative Charter School

CDS Code: 16-63958

through Mid Valley Alternative Charter School is an appropriate placement for that student. If the IEP team determines that Mid Valley Alternative Charter School is not the appropriate academic placement for the student, then the student will be directed to continue in the school and/or district of residence for appropriate placement and services.

All special education programs and services at Mid Valley Alternative Charter School are provided and/or supervised by appropriately credentialed staff, in accordance with the IEP, and per agreement with the local education agency (LEA), which is Kit Carson Union Elementary School District. The special education programs include services with the Kit Carson Union Elementary School District resource specialist and/or nurse. Additionally, Mid Valley Alternative Charter School contracts with Kings County Special Education Local Plan Area (SELPA) to provide a speech therapist, counselor, psychologist, occupational therapist (OT), adaptive P.E. specialist, and behaviorist. Some Mid Valley Alternative Charter School students are served through other non-public agencies. Additional programs may include but are not limited to the following: social skills training, summer school, supplemental reading instruction, instructional accommodations and/or modifications, self-paced instructional software at the level of educational need, differentiated instruction, and peer and/or cross-age collaboration. The facilities used at Mid Valley Alternative Charter School do not present physical barriers that would limit an eligible student's full participation in the educational and extracurricular program.

Mid Valley Alternative Charter School is responsible for meeting the needs of special education students and the special education staff carefully adheres to the time frames and guidelines stipulated by the Individuals with Disabilities Education Act (IDEA).

Students are provided comprehensive access to the core curriculum to the greatest extent possible. To provide access to the comprehensive core curriculum, support is provided per the student's Individualized Education Plan by certificated special education staff and classified staff in close collaboration with the general education teacher. Students' progress towards goals is reviewed and revised annually by an IEP team to ensure progress on goals, appropriate services, supports, accommodations and/or modifications, and educational benefit to guarantee they are making progress with their learning in accordance with state and federal law.

ELEMENT II: MEASURABLE STUDENT OUTCOMES

The vision stated in the Mid Valley Alternative Charter School educational philosophy include that a safe learning and working environment exists for students, staff, and families, Mid Valley Alternative Charter School exists to promote student learning and achievement, and competent, highly qualified staff is maintained to support student success. In keeping with the educational philosophy our measurable student outcome goals are for *all* students *progressing* towards their highest level of achievement and educational program attainment. The following goals can be found in the LCAP.

- High Expectations and Academic Rigor for all students
- High Quality Instruction for all students
- Engage Parents and Volunteers

Mid Valley Alternative Charter School

CDS Code: 16-63958

ELEMENT III. METHOD BY WHICH STUDENT OUTCOMES AND PROGRESS ARE MEASURED

All students in grades 3 through 8 will maintain or exceed the percentage of Proficient or Advanced achievement levels on the California Assessment of Student Performance and Progress (CAASPP) system. Mid Valley Alternative Charter School will continually strive towards meeting growth targets set forth by the State.

Student progress in meeting the desired student outcomes are measured and evaluated through a variety of assessment tools as outlined below.

- 1. State mandated assessments Students will be assessed annually with all state mandated assessments in the CAASPP program and any other statewide standards or student assessments applicable to students in non-charter public schools, including, but not limited to, the California English Language Development Test, and the physical performance test.
- 2. Local assessments The school may conduct local assessments that may include:
 - a. Survey of Early Literacy Learning, Orton Gillingham (K-3)
 - b. Reading fluency assessment (K-3)
 - c. Dynamic Indicators of Basic Early Literacy Skills (DIBELS)
 - d. District benchmark assessments
 - e. Classroom based subject assessments: teacher observation, Common Core-aligned assessments
 - f. Renaissance Learning's STAR Reading standardized computer assessments
 - g. Informal and formal parent conferences throughout the year
 - h. School progress reports
 - i. Report cards
 - j. Attendance
 - k. Academic work completion

 - Special subject, grade or school project completion
 California Healthy Kids Survey (5th & 7th grades for Title IV funds)

Use and Reporting of Data

Data on student achievement is collected, analyzed and reported to school staff, parents and guardians through the following measures.

- 1. Methods of collecting data:
 - a. The school plans to transition to the CAASP formative and interim assessments when they become available.
 - b. Teacher collected data: performance on daily work, teacher observations, homework, projects and student attendance.
 - c. Accelerated Reader reports and Renaissance Learning's STAR Reading reports
 - d. Survey results: Healthy Kids Survey and character trait assessments
- 2. Forums for analyzing data:
 - a. Teacher analysis and reflection on collected student data
 - b. Grade level meetings
 - c. Teacher Collaboration
 - d. Parent-teacher conferences
 - e. Staff Meetings

Mid Valley Alternative Charter School

CDS Code: 16-63958

- f. Student Study Teams
- g. Administrative Meetings
- h. School Board Meetings

3. Means of reporting data:

- a. Student Reports from the California Assessment of Student Performance and Progress (CAASPP) system
- b. Parent conferences
- c. Board meetings
- d. School Accountability Report Cards
- e. District web site www.kitcarsonschool.com
- f. School website, Facebook

School staff utilize the above collected and reported data continuously to monitor and improve the schools' educational programs so that the stated measurable student outcomes can be attained.

Local Control Accountability Plan

Mid Valley Alternative Charter School Local Control Accountability Plan was adopted prior to the July 1, 2014 deadline and set goals to meet or exceed the established objectives of the Eight State Priorities, including, but not limited to:

Pupil Achievement

- Maintain high academic rigor and full implementation of common core standards
- Academic support of EL students
- Increase student literacy rates
- Train staff on the development of formative assessments to support the common core

Pupil Engagement

Other Student Outcomes

• Other indicators of student performance in required areas of study described in Section 51210 and subdivisions (a) to (i), inclusive of Section 51220, as applicable. May include performance on other exams

School Climate and Safety

• Other local measures, including surveys of pupils, parents and staff on the sense of safety and school connectedness.

Parental Involvement in the Local Control Accountability Plan

In order to engage parents and promote their participation in programs for unduplicated students and individuals with exceptional needs, Mid Valley Alternative Charter School actively seeks and encourages parents to participate in the Family Nights, Collaboration Activities, Field Trips, IEP meetings, Special Education Self Review, etc. Bilingual staff is available to translate for parents to facilitate active participation during each of these parent input and involvement opportunities:

- Parent/teacher conferences
- Collaboration Activities
- Field Trips
- Family Nights
- District committees/ councils will be fully constituted and active within the school community
- Special Education Self Review (SESR)

Basic Services

All goals listed in this priority are outlined pursuant to Education Code Section 35186, Williams Act. This code section specifies that: (1) Parents will be notified if regularly there is a misassignment of a certificated employee in a teaching position for which they do not hold the proper credential or if there is a vacant teacher position that remains unfilled by a properly credentialed staff member. (2) There should be sufficient textbooks and instructional materials. That means each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. (3) School facilities must be clean, safe, and maintained in good repair. (4) Complaint forms must be made readily available.

Rate of teacher misassignment

• 100% of teachers will be fully credentialed and assigned appropriately as outlined by their credential/s

Student access to standards-aligned instructional materials

• 100% of students will have access to standards-aligned instructional materials and textbooks (printed and/or accessible via the internet or on a personal device)

Facilities in good repair

 All school facilities will be inspected annually, and maintained in good repair in accordance with the Williams Act.

Implementation of Common Core State Standards (CCSS)

- Common Core State Academic Content and Performance Standards will be fully implemented (100%) in all subject areas, at all grade levels, for all students and subgroups of students, including English Learners.
- EL students will receive additional services focused on the CCSS that will enable them to successfully access the common core academic content standards.

Course Access

- All students will be given access to a broad course of study that includes all the subject areas described in Section 51210, inclusive, of Section 51220, as applicable. (Math, English/ELA, Social Science, Science, Visual and Performing Arts, Health, P.E.)
- Access to art and music curriculum, to supplement the common core curriculum
- Special Education students will be afforded programs and services to meet their exceptional needs in accordance with their IEPs to provide services resulting in educational benefit.
- ELL students will be afforded programs and services that ensure academic benefit for them.
- Low Income and Foster Youth students will be provided programs and services to support attainment of academic proficiency and ensure educational benefit.

ELEMENT IV: GOVERNANCE STRUCTURE

Governing Board

The governance structure of the District is directed by an elected Board of Trustees, consisting of five (5) members, retaining existing terms and qualifications as defined by The County Election Board. The current election process for the Board of Trustees will remain in place. The ultimate authority for the governance of the District remains with this elected Board of Trustees.

Superintendent/Principal

The Superintendent/Principal has primary responsibility for implementing District vision, policies and operation.

Learning Director

The Learning Director has the primary responsibility for curriculum within the Charter.

Each administrator is responsible for adherence to all applicable Federal and State laws, policies of the District, and implementation of adopted curriculum and programs. In addition, they are charged with the responsibility of all instructional materials, curriculum implementation, professional development, serving as resources for teachers, as well as the oversight of assessment and special programs.

Parental Involvement in School Governance

Parents and guardians play a vital role in the governance of Mid Valley Alternative Charter School. There are various avenues for parents to provide input.

ELEMENT V: QUALIFICATIONS OF INDIVIDUALS EMPLOYED

It is expected that all employees of the Charter have a solid understanding of, and commitment to, the importance of student success and a commitment to a collaborative partnership. In order to be creative and flexible in providing an optimal learning environment, the school will maintain the following standards for all those who work with children:

Superintendent/Principal

The Superintendent/Principal must hold a valid California administrative credential. The Superintendent/Principal is employed by and responsible to the Board of Trustees. The Superintendent/Principal shall have a criminal background check performed pursuant to Education Code Section 44830.1.

Learning Director

The Learning Director must hold a valid California administrative credential and the experience and skills required to fulfill the responsibilities of the position. The Learning Director must hold a valid California administrative credential and the experience and skills required to fulfill the responsibilities of the position. The Learning Director is employed by the district and responsible to the Superintendent/Principal. The Learning Director shall have a criminal background check performed pursuant to Education Code Section 44830.1.

Certificated Personnel

Classroom teachers who teach core subjects hold valid California teaching credentials in accordance with Education Code 44258.9. They are employed by the district and are responsible to the Superintendent/Principal. Teachers shall have a criminal background check performed pursuant to Education Code section 44830.1.

Nurses

All nurses (RN and LVN) will be fully qualified with the appropriate license to administer the health programs within the district.

Classified Personnel

All classified personnel must meet the qualifications and standards established for employment and are responsible to the Superintendent/Principal and/or Learning Director. All classified employees shall have a criminal background check performed pursuant to Education Code Section 44830.1.

ELEMENT VI: Health and Safety of Pupils and Staff

All individuals employed in Mid Valley Alternative Charter School and enrolled students are subject to standards required pursuant to state and federal law. The District maintains the following:

- Current liability and excess liability insurance coverage as provided by the district selected JPA.
- Exclusion for all losses occurring in violation of any applicable California codes or regulations.
- Compliance with JPA Standards.
- Worker's Compensation pursuant to provisions of the California Labor Code.
- Nurse available to meet the needs in regards to the health and safety of both students and staff.

ELEMENT VII: RACIAL AND ETHNIC BALANCE

Non-Discrimination

The Mid Valley Alternative Charter School is nonsectarian in its programs, admission policies, employment practices, and all other operations. The school shall not charge tuition and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender or disability.

ELEMENT VIII: ADMISSION REQUIREMENTS

Student Admission Policies and Procedures

The school identifies the following admission requirements and parameters:

- The school is non-sectarian and does not discriminate based upon race, religion or creed.
- Tuition is not charged.
- Pupils are considered for admission without regard to ethnicity, national origin, gender, disability, or achievement level.
- Students must satisfy all state and locally required immunizations
- All special needs students with an active IEP are admitted per State and Federal Laws.

Prior to students and parents being admitted into the school, they are required to:

• Understand the educational program and philosophy and sign a master agreement. The purpose of this document is to encourage the development of responsibility and respect in the students, encouraging each one to become a lifelong learner and productive citizen of the community. (Attachment D)

ELEMENT IX. FINANCIAL AUDIT, FISCAL REPORTING AND ACCOUNTABILITY

Budget

The District Superintendent/Principal, the Business Manager, and the Learning Director annually develop a balanced operating budget to be approved by the Board of Trustees as a part of the annual budgetary process. The District's independent auditor annually conducts audits of the fiscal operation. The Kings County Office of Education also provides oversight and monitoring of the District budgetary process and financial condition (Attachment F).

Financial Reporting

The accounting of the District's budgets, revenues and expenditures are conducted in accordance to the Kit Carson Union Elementary School District Charter Board of Trustees' Policies and Administrative Regulations. The board contracts an independent outside auditor to conduct the annual audit of fiscal and programmatic operations and report finding to the board. The district complies with state financial reporting regulations by submitting the 1st and 2nd interim report, unaudited actuals, end of year projection and budget report. These reports are submitted to CDE through the county office of education which monitors the fiscal health of the district in accordance with AB 1200.

Insurance

Mid Valley Alternative Charter School acquires general liability, worker's compensation and other necessary insurance coverage through carriers approved by the district.

Administrative Services

Mid Valley Alternative Charter School is governed by the District's elected Board of Trustees and the Superintendent/Principal and they hold the lead responsibility for administering the Charter under policies adopted by the governing board. The school works in cooperation with the District that provides necessary administrative services including: financial management and payroll services, personnel services and instructional program development, as well as services in the areas of special education, food services and the provision and maintenance of facilities. The District also monitors services including school and student performance data, reviewing the school's financial statements and audit reports.

Facilities

Kit Carson Elementary School and Mid Valley Alternative Charter School which all share a campus of approximately fifteen acres located at 9895 7th Avenue in Hanford, California. Facilities include a Library, Cafeteria, and outdoor amphitheater that are shared by each school.

Audits

Each fiscal year, Kit Carson Union Elementary School District Board of Trustees, oversees the selection of an independent auditor, ensuring that the selected auditor has experience in education finance. The audit verifies the accuracy of the District's financial statements, attendance and enrollment accountings practices, and review the District's internal controls. The audit is conducted in accordance with generally accepted accounting principles applicable to the District. To the extent required under applicable federal law, the audit scope is expanded to include items and processes specified in any applicable Office of Management and Budget circulars. It is anticipated that the annual audit be completed within six months of the close of the fiscal year and that a copy of the auditor's findings be forwarded to the Business Manager of Kit Carson Union Elementary School District. Any audit exceptions or deficiencies are reported to the Board of Trustees with recommendations on how to resolve them.

Mid Valley Alternative Charter School

CDS Code: 16-63958

School Management Contracts
We do not contract out for business services. All business office personnel are District employees.

ELEMENT X: SUSPENSIONS, EXPULSIONS, and/or LEAVING THE SCHOOL DISTRICT

Suspension/Expulsion Procedures

The Mid Valley Alternative Charter School handles student expulsion and suspensions in accordance with Education Code 48900. Board policies and procedures are provided (Attachment E). All discipline matters are conducted in compliance with due process. The decision of the hearing may be appealed to the School Board. The decision of the School Board of Trustees will be final.

Discontinuation of Enrollment

A student's enrollment may be discontinued from school for non-compliance with the terms of the Master Agreement.

The above option shall be applied to those students who fail to meet the terms of the signed agreement and through due process have been dismissed from the Charter. In the case of a pupil's dismissal for failure to meet the terms of the agreement, the Charter shall continue to enroll the pupil until enrollment in an alternative educational program has been secured. The Charter accepts its responsibility to provide a public education to all students residing within its historical attendance area.

In the event that a parent and the District cannot agree on an alternative placement, the dispute resolution process outlined in Element XIV of this Charter shall be implemented.

ELEMENT XI: COMPENSATION AND BENEFITS

All new and existing employees participate in State Teacher Retirement System (STRS), Public Employee Retirement System (PERS), and Social Security, as appropriate, as required by Education Code 47605(b)(5)(K). All employees of the District will continue with current retirement system provisions. Employees will continue to contribute at the rate established by STRS or PERS. The District makes all employer contributions as required by STRS, PERS, and Federal Social Security. The District also makes contributions for workers compensation insurance, unemployment insurance, and any other payroll obligations of an employer.

ELEMENT XII: PUBLIC SCHOOL ATTENDANCE ALTERNATIVES

Mid Valley Alternative Charter School consists of students within the District boundaries and outside of the district boundaries. Students may attend their school of residence if they leave Mid Valley Alternative Charter School.

ELEMENT XIII: Rights of School District Employees

The district acknowledges that no employee can be forced to work for the charter school. It is also acknowledged that all current employees will retain their rights to employment when the district is granted charter renewal. The charter will pertain to all district staff for the duration of the charter's term. The charter's term will be for five (5) years, unless voluntarily surrendered by the district's Board of Trustees. All new employees are informed, before hiring, of the charter status of the school. Once a new employee signs a contract with the school, having been given that information, that employee is deemed to be an employee of Mid Valley Alternative Charter School.

In the event of a dispute between the school and any employee related to this provision of the Charter, the dispute resolution process outlined in Element XIV of this Charter shall be implemented.

ELEMENT XIV: Dispute Resolution

All complaints regarding operation of the Charter will be referred to the chief administrative officer for resolution in accordance with the District-adopted policies. Parents, students, board members, volunteers, and staff at the Charter will be provided a copy of the District's policies and dispute resolution process and will agree to work within it. Mid Valley Alternative Charter School agrees to work to accomplish all tasks necessary to fully implement this Charter

ELEMENT XV: EMPLOYEE REPRESENTATION

The Mid Valley Alternative Charter School shall be deemed the exclusive public school employer of the employees of the District for the purposes of the Education Employment Relations Act.

ELEMENT XVI: CLOSURE PROTOCOL

Mid Valley Alternative Charter School has been a public school since 1995. If the charter becomes inoperative, notice of the change in status will be provided to all interested and concerned parties, including but not limited to, students and their families, employees, the Kings County Office of Education. Student records will continue to be maintained on site.

Modifications and Changes to the Charter

Modifications or changes that are limited to the implementation timelines, specific curriculum content, job descriptions, student and parent expectations or other specific areas may be made with the approval of the Board of Trustees in consultation with the Superintendent.

The Charter will be reviewed and evaluated annually by the Board of Trustees of the Mid Valley Alternative Charter School. The board's assessment of the Charter includes but is not limited to:

- Program content
- Student progress
- Management
- Budget
- Future plans

The term of this Charter is for five years following the adoption by the Board of Trustees, unless revoked by the Board of Trustees prior to the expiration of the Charter.

Mid Valley Alternative Charter School

CDS Code: 16-63958

Attachments

Attachment A: Mid Valley Alternative Charter School Core Curriculum

Attachment B: Mid Valley Alternative Charter School Student Support Resources

Attachment C: Student Study Process

Attachment D: Mid Valley Alternative Charter School Master Agreement

Attachment E: Expulsion/Suspension Policy

Attachment F: Financial Condition Certification Letter

Attachment G: Assurances

Attachment A: Mid Valley Alternative Charter School Core Curriculum

Reading/Language Arts	<u>Mathematics</u>	<u>History</u>	<u>Science</u>
McGraw Hill Grades K-5	McGraw Hill Mathematics Grades K-6	Scott Foresman Grades 4-5	Scott Foresman Grades 3-5
Literature: Glencoe Grades 6-8	Holt Mathematics	TCI History Alive Grades 6-8	<u>Glencoe</u> <u>Grades 6-8</u>
Common Core standards based teacher developed materials TK-8	Common Core standards based teacher developed materials TK-8	Common Core standards based teacher developed materials TK-8	Common Core standards based teacher developed materials TK-8

Note: The district is currently evaluating CCSS aligned curriculum for adoption in 15-16 and 16-17. Until that time, teachers have worked to align existing curriculum to the standards

In addition to the core curriculum, Mid Valley Alternative Charter School uses many supplementary curriculum materials to customize student learning and help students meet or surpass state standards. Kit Carson Union Elementary School District Charter is currently reviewing CCSS aligned curriculum and materials for adoption.

Attachment B: Mid Valley Alternative Charter School Student Support Resources

Resource	Grades
Student Study Team (SST) A SST is comprised of staff, parents, Learning Director and anyone else who might have input regarding educational issues of certain families. SST makes referrals for further special education testing.	TK - 8
Reading/Language Arts	
Resource	Grades
Accelerated Reader This program is a unique and effective method that encourages students' independent reading. Student progress is tracked through goal-setting and independent testing. Students are able to earn points for reaching their goals and continually strive towards improving their reading ability	2-8
Reading Skills Assessment Materials McGraw Hall Glencoe These resources provide reading assessment in a format that is similar to the state standardized test. They can serve as both yearlong test-taking practice and reading skill assessment.	K-5 6-8
Orton Gillingham	K-3
STAR computerized reading test Test is given on computer and can be administered 2-3 times during the year. The results include suggestions for growth.	2-8
Math	
Resource	Grades
Math Curriculum Assessment and Placement Materials Teacher's editions have placement and review assessments as well as suggestions for identifying remediation needs.	TK- 8
Other / Specialists	
Resource	Grades
Adaptive P.E. / Occupational Therapist Through the Kings County Office of Education, the district contracts services with both an adaptive P.E. teacher and an Occupational Therapist. The need for these services is determined during an Individual Education Plan (IEP) meeting.	TK - 8
Counselor/Psychologist/Behaviorist Through the Kings County Office of Education, the district contracts services for a counselor, psychologist, and Behaviorist. Students are recommended for services during a student study meeting or by referral from parents, teachers, or administrators. Students may be seen individually or in small groups.	TK - 8
English Language Learners Students are identified for supplemental support in acquiring English by the CELDT assessment. Although the classroom teacher is responsible for primary instruction, additional support is provided by trained paraprofessionals who maintain both pull-out and mainstreamed programs.	TK - 8

Resource Specialist Program Provides assessment and assistance to students with a discrepancy between ability and performance. Annual progress is measured and reported to the parents. Referrals made by SST or in writing by the parents.	TK - 8
Special Education The special education program has a full-time Resource Specialist who serves students identified with special needs. Instructional aides assist the teacher in providing small group instruction to students.	TK - 8
Speech and Language Screening Articulation, pragmatics and fluency assistance provided after our specialist has determined qualification.	TK - 8
Vision and Hearing Screening Our county nurse is available one time per week.	TK - 8

Attachment C: Student Study Process

KIT CARSON UNION SCHOOL DISTRICT

Student Study Team Meeting Report

Stu	ident	DOB	Grade
Pai	rent	Parent Notified: Yes No	Phone
Tea	acher	Address	Date
1.	Reasons for refe	rral:	
2.	Strengths:		
3.	Results/findings	from screenings (DIBELS	, MAP, AR):
4.	Current educati	onal performance:	
5.	Current concern	ns or behavior patterns:	
6.	Findings/Recom	mendations:	
7.	Refer to Special E	ducation at this time? YE	S NO
8.	Other	· · · · · · · · · · · · · · · · · · ·	

Mid Valley Alternative Charter School CDS Code: 16-63958

A DELT A		
9. RTI Information		
Team Members		
Parent Signature	Date	

CDS Code: 16-63958

Attachment D: Mid Valley Alternative Charter School Master Agreement

Mid Valley Alternative Charter School Master Agreement for Independent Study

Contract Term:

Student:

Student Number: Year:

Address: 2nd Phone Number: Location: Grade Level:

1st Phone Number: School for Classroom Option:

DOB: Program Placement:

Beginning Date: End Date:

It is understood that:

Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established district or charter school's governing board and are consistent with district or charter school standards as outlined in the district or charter school's subject/course descriptions. Assignment and Work Record Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "course value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Schedule	Category	Course Value
Literature	Language Arts	13 Weeks
Spelling	Spelling and Handwriting	13 Weeks
Grammar	Language Arts	13 Weeks
Science	Science	13 Weeks
Math	Mathematics	13 Weeks
Writing	Language Arts	13 Weeks
Social Studies	Social Studies	13 Weeks
P.E.	Physical Education	13 Weeks

Method of study: Specific methods of study will be designated on the Student assignment and Work Record and are incorporated herein. Examples of methods of study for the student will include: Textbook Activities, Problem Solving, Drill & Practice, Library Research,

Web/Internet Research, Field Trips, Independent Reading.

Mid Valley Alternative Charter School

Date:

CDS Code: 16-63958

Specific Resources: The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all.

Assignments and specific resources will be designated on the Assignment and Work Record forms and are incorporated herein.

Method of Evaluation: Academic evaluations will be designated on the Assignment and Work Record and are incorporated herein. Other acceptable methods of evaluation include, but are not limited to: Student Conferences, Chapter/Unit Tests, Work Samples, Observations, Quizzes, State Standards Testing.

Chapter/Unit Tests, Work Samples, Observations, Quizzes, State Stand	,
Students are required to report to their teacher as scheduled: Mannatime: Day:Frequency: At least once per week Duration:	1 0
Voluntary Statement: It is understood that independent study is a con and that a classroom option is always available at the student's home distudent through independent study only if the student is offered the alternative.	strict. Instruction may be provided for a
Assignments: According to the district or charter school policy for grad	des K through 3, the maximum length of
time allowed between when the assignment was made and the date the a grades 4-8 the maximum length of time allowed between when the assignment is due is 10 school days unless an exception is made in accorpolicy. After 3 consecutive missed assignments, as per board policy, an whether independent study is an appropriate strategy for this student.	gnment was made and the date the ordance with the district or charter school
Additional courses may be added to this agreement as needed if the ag teacher and the student.	reement is re-signed and re-dated by the
Prior to admission into the Mid Valley Alternative Charter School, following requirements: Students must adhere to district policies of dr discipline, sexual harassment, Kit Carson School Site Campus Rules, al etiquette and privacy rules, security guidelines and vandalism policies a Parent-Student Handbook.	ess code, student behavior, student cohol and drug discipline policies,
Signatures and Dates : I have read and I understand the terms of this ag forth.	greement, and agree to all provisions set
Student:	Date:
Parent/Guardian/Caregiver:	Date:
Supervising Teacher:	Date:

Mid Valley Alternative Charter School

CDS Code: 16-63958

Attachment E: Expulsion/Suspension Policy

Kit Carson Union ESD

Board Policy

Suspension And Expulsion/Due Process

BP 5144.1

Students

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

- 1. While on school grounds
- 2. While going to or coming from school
- 3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

<u>District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.</u>

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

CDS Code: 16-63958

Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

(cf. 5131.7 - Weapons and Dangerous Instruments)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

District staff shall not suspend any student for disruption or willful defiance, unless the suspension is warranted by documented repetitive behavior of the student or the disruption or willful defiance occurred in conjunction with another violation for which the student may be suspended.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Mid Valley Alternative Charter School

CDS Code: 16-63958

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)

(cf. 5145.6 - Parental Notifications)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

<u>District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)</u>

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

<u>Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation.</u> (Education Code 48917)

Maintenance and Monitoring of Outcome Data

Mid Valley Alternative Charter School

CDS Code: 16-63958

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Policy KIT CARSON UNION SCHOOL DISTRICT adopted: October 22, 2014 Hanford, California

CDS Code: 16-63958

Attachment F: Financial Condition Certification Letter



Tim Bowers - County Superintendent of Schools

Kings County Board of Education

Area 1
Mickey Thayer

Area 2

Joe Hammond

Area 3

John Boogaard

Area 4

Area 5

William Gundacker

Rachel R. Caudillo

August 14, 2014

Mr. Leonard Dias, Board President Kit Carson Union School District 9895 7th Avenue Hanford, CA 93230

Re:

Approval of LCAP and Budget

Dear Mr. Dias,

This is the first year the district developed the Local Control Accountability Plan in conjunction with the district budget. The Kings County Superintendent of Schools is also required in this first year to approve the district LCAP. New laws and regulations govern this process. We appreciate your district's attention to these new requirements.

Requirements of the Kings County Office of Education

In accordance with Education Code Sections 52070 and 42127, the Kings County Office of Education has reviewed the Local Control Accountability Plan (LCAP) and adopted budget of the school district for fiscal year 2014-2015.

Education Code requires the County Superintendent to approve the LCAP or annual update for each school district after determining all of the following:

- The LCAP adheres to template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students pursuant to Sections 42238.02 and 42238.03.

Education Code requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after doing the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

Our analysis must also include, under AB 2756, any reports or studies that show signs of 1144 Wiscaly distressed, Hanford, California 93230 Telephone 559.584.1441 Fax 559.589.7000 www.kingscoe.org

CDS Code: 16-63958

LCAP & Budget Approval

Based upon our review, KCOE approves the 2014-2015 District LCAP. Clarifying questions were sent to district management. The district has provided a revision of the LCAP addressing the clarifying questions. We have requested the district to submit the revised LCAP to the Governing Board for informational purposes.

Budget Approval

Ed Code 42127(d) (2) only allows the County Superintendent to approve the budget once the LCAP has been approved. From our analysis, and after we have approved the LCAP, based on the district budget reports and projections provided, we conclude that;

- The district has met the criteria and standards
- The district will meet its financial obligations in the current year based on the district's multi-year projection.

Based on our analysis and review, KCOE approves the 2014-2015 District Adopted Budget.

Further Information

We have noted from information provided to the County Office of Education that negotiations have not been settled for your certificated and classified bargaining units for the 2014-2015 fiscal year. State regulations require a school district to determine the cost of salary settlements with certificated and/or classified bargaining units and provide County Offices of Education with an analysis of the costs when negotiations are completed. The Governing Board must certify as to the validity of the analysis. The Superintendent and Chief Business Official are required to certify the district's ability to fund the agreement. We ask that your business office submit the analysis, disclosures, and certifications as required.

Assembly Bill (AB) 2756 requires school districts to submit copies of any study or report that indicate signs or symptoms of fiscal distress to the county office of education. Should the district acquire any such reports or studies during the fiscal year, please submit them to District Business Services as soon as they are available.

If you have any questions about the LCAP, please contact Carmen Barnhart, Assistant Superintendent of Educational Services at 584-1441, ext. 7089. If you have any questions about the adopted budget, please contact Jamie Dial, Director of District Business Services, at 584-1441, ext. 7043.

Sincerely,

Tim Bowers

Kings County Superintendent of Schools

cc: Kit Carson Union School District, Todd Barlow, Shelley Leal KCOE: Stephen Corl, Jamie Dial, Carmen Barnhart

Mid Valley Alternative Charter School

CDS Code: 16-63958

Attachment G: Assurances

Assurances

This form is intended to be signed by a duly authorized representative of the applicant and submitted with the Full Application. As the authorized representative of the applicant, I hereby certify that the information submitted in this application for a charter for Mid Valley Alternative Charter School is true to the best of my knowledge and belief. I understand that, if awarded a renewal charter, the school district:

- 1. Will meet all statewide standards and conduct the student assessments required, pursuant to Education Code 60605, and any other statewide standards authorized in statute, or student assessment applicable to students in non-charter public school. [Ref. California Education Code 47605(c)(1)]
- 2. Will be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Act (Chapter 10.7 (commencing with 3540) of Division 4 of Title4 of Title 1 of the Government Code. [Ref California Education Code 47605(b)(5)(O)]
- 3. Will be nonsectarian in its programs, admissions, policies, employment practices, and all other operations. [Ref. California Education Code 47605(d)(1)]
- 4. Will not charge tuition. [Ref. California Education code 47605(d)(1)]
- 5. Will admit all students who wish to attend the school, and who submit a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case each applicant will be given equal chance of admission through a random lottery process. [Ref. California Education Code 47605(d)(2)(B)]
- 6. Will not discriminate against any student on the basis of disability, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic contained in the definition of hate crimes set forth in section 422.55 of the Penal Code. [Ref. California Education Code 47605(d)(1)]
- 7. Will adhere to all provisions of federal law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990.
- 8. Will meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Criteria for Review, 11967.5.1 (f)(5)]
- 9. Will ensure that teachers in the school hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to non-core, non-college preparatory teachers. [Ref. California Ed. Code 47605 (1)]
- 10. Will at all times maintain all necessary and appropriate insurance coverage.

11.	Will follow any and all other federal, state, and loc operation of the charter school district.	al laws and regulations that pertain to the applicant or the
	Todd Barlow, Superintendent/Principal	Date

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO:	Todd Barlow, Superintendent/Principal
FROM:	Margaret DeSantos, Administrative Secretary
DATE:	April 8, 2015
For:	(X) School Board () Superintendent's Cabinet
For:	() Information (X) Action
Date you wis April 15, 201	h to have your item considered:
Item Consider appr	roving the minutes of the Regular Board meeting of March 18, 2015
Purpose: Review for ap	pproval
Fiscal Impac None	t:
Recommend: Consideration	

KIT CARSON UNION SCHOOL DISTRICT

Minutes of Regular Board Meeting of March 18, 2015

6:30 pm

1. OPEN SESSION

- a) Call to Order: Joe Oliveira, Acting President called the meeting to order at 6:31 pm
- b) Members present: Eliza Carlson, Jasmine Costa, Sheree Deniz and Joe Oliveira Trustee Andy Atsma was absent. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Shelley Leal, Robert Inabnit, Robin Jones, Garrett Costa, Dale Costa, Chris Bristow and Jennifer Carrell
- c) Dale Costa led the pledge to the flag

2. Public comments and public hearings

- a) No public comments
- b) Mr. Barlow welcomed everyone and presented a Google Slide show on the Local Control Accountability Plan. Mr. Barlow reviewed the Annual Summary of the LCAP, he discussed the five area which are as follows: 1) Goals set for the LCAP; 2) Progress toward meeting the goals; 3) assessment of progress made towards goals, 4) specific actions, and 5) a list of expenditures, which is to be presented at tonight's board meeting with the 2nd interim budget report. Attendees were invited to give input. Mrs. Bernadette Oliveira suggested the need for more parent involvement.

3. Presentation, reports and communications

a) Mr.Barlow reviewed the calendar of events for the month of March and April. He mentioned that the second trimester awards; the track meet held at; the Hanford High School, and the 7th grade trip to Monterey.

b) Board and staff comments:

- i. Margaret DeSantos reported that Kit Carson has 389 students and Mid Valley Charter School has 21 students enrolled.
- ii. Robin Jones reported that the special education population is at 28, and said the maximum caseload for a special education teacher is 28. She stated that by the end of the school year there will be 29 special ed students. Mrs. Jones stated that due to the 29th student a Waiver would need to be filed to avoid state penalties. Mrs. Jones also congratulated Joe Oliveira and the Hanford High Basketball team for their Co-champion basketball victory.
- iii. Shelley Leal stated she will report on the 2nd Interim Report tonight...
- v. Robert Inabnit reported that the new bus had a piston replaced, however it was under warranty. He also stated that water sprinklers were replaced and we are in need of six new clocks.

c) Board:

Trustee Carlson reported that she enjoyed the field trip to Sierra Outdoor Ed School in Sonora. She stated, "It is a great place for the students" and she thanked Robert Inabnit for getting them there safely.

Trustee Costa stated that all is good.

Trustee Deniz - No report

Trustee Oliveira reported that the Hanford High Basketball team won Co-championship play-offs against Lemoore High School at the Fresno Arena, they also won State against Hamilton High School in Los Angeles, however lost to Compton by two points.

d) Superintendent's Report

Mr. Barlow reported that he spoke with Andy Atsma and that Andy seems to be recovering well from his surgery.

Mr. Barlow reported on the status of the Charter School application, he stated that at this time he is following advice from the State Charter Schools Division and withdrawing the application in order to address and correct a few concerns they had. Once this is completed the application will be re-submitted for approval by the state.

Mr. Barlow reported that the district has been nominated to receive the Monsanto Grant. This grant can be up to \$25,000. A team, including Mr. Barlow, Haley Hanse, and Robin Jones will write the grant and submit it for approval.

He also thanked Mr. Dino Giacomazzi for nominating the Kit Carson School District.

Mr. Barlow also reported the Special Education funding issue being faced by Kings County Office of Education and reported that the superintendents of all districts voted twice to provide the county with district money to help the County with its funding gap. He said that because of this issue and Kit Carson's need for another special education teacher, the district will possibly be looking at layoffs for personnel funded with Special Education funds. He distributed a report on the financial income for special education. He reviewed the report with all present.

Mr. Barlow informed the Board members of the Small School Conference which being held in Pismo Beach on July 10th. He stated that it is a one day conference and if the board members are interested in attending to please contact him.

4. Information items

a) <u>First reading of certain Board Policies 1312.3(a)</u> and <u>Administrative Regulations 1312.3(a)</u> Mr. Barlow inquired of the Board members if they had any questions regarding the updates to Board Policies or Administrative Regulations. The board accepted the first reading.

5. Consent items

a) Consider approving the Regular Board minutes of February 18, 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	Trustee	Trustee	Trustee	Trustee
Atsma	Carlson	Costa	Deniz	Oliveira
Absent	Aye	Aye	Aye	Aye

b) Review and accept Bills and Warrants

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

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

6. Actions items

a) Consider approving the Memorandum of Understanding Between Lakeside School District and Kit Carson Union School District

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

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

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

Mr. Barlow reviewed with the board members what had been discussed at previous board meetings. He stated that the main purpose of Prop 39 is to increase energy efficiency for our school sites. Mr. Barlow stated that he received three proposals: Smart Energy, Highland Energy and Indoor Environmental Services.

Chris Bristow from Indoor Environmental Services was present and informed the board of the services which IES provides. Jennifer Carrell from Highland Energy also presented the services in which Highlands Energy provides.

After a brief discussion, it was moved by Trustee Costa to approve as the services from Indoor Environmental Services as presented; Trustee Carlson seconded the motion. Motion passed on a 4-0 vote.

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

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

Mr. Barlow reported that the Kings County Office of Education has reduced their fee from \$6,000 to \$4,000 for participating teacher. At this time our current agreement is with Tulare County Office of Education, which charges \$3,000 per participating teacher. It was moved by Trustee Carlson to withdraw from this consortium for the year and continue with Tulare County Office of Education; Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

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

d) <u>Consider approving and accepting the second reading of certain Board Policies and Administrative Regulations for the purpose of updating them</u>

It was moved by Trustee Costa to approve and accept the second reading as presented; Trustee Carlson seconded the motion. Motion passed on a 4-0 vote.

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

e) <u>Consider approving the Collaboration Agreement between the Kings County Office of Education and Local Educational Agencies</u>

Mr. Barlow reported that the Kings County Office of Education is applying for a T.U.P.E.Grant (Tobacco-Use Prevention Education) There is no cost to the district and this provide curriculum material for our students. It was moved by Trustee Carlson to approve the agreement as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

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

f) Consider approving the Request for Allowance of Attendance

Shelley Leal reported that the request is for three days of decrease in attendance due to students absence because of illness. It was moved by Trustee Deniz to approve the the request as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

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

g) Consider approving the purchase of new laptops

Mr. Barlow stated to the board members that this matter has been discussed at previous board meetings. The teachers are in need of laptops as a tool to provide instruction to their students and for planning purposes. He stated that the district has Common Core and LCFF funds that can be used to purchase the laptops, which would include a dock station. The district would purchase one laptop per teacher. Three quotes were presented, the highest for \$21,980 for 18 laptops. After a brief discussion the board agreed to set a spending limit. It was moved by Trustee Oliveira to approve the purchase and set a spending limit at \$25,000; Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

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

h) Consider accepting a donation from Target

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

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

7. Financial

- a. Consider approval of the second Interim Report
 - Shelley Leal presented a Powerpoint presentation on the second interim report. She reviewed the Multi year projections and also discussed the Local Control Accountability Formula with all present. After a brief discussion, it was moved by Trustee Carlson to approve the second interim report as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.
- b. <u>Consider approving Resolution 1415-05; The Matter of adopting the Budget Revisions</u>
 It was moved by Trustee Deniz to approve the resolution as presented; Trustee Carlson seconded the motion. Motion passed on a 4-0 vote.

Future Planning and Adjournment:

Next meeting: Wednesday, April 15, 2015 6:30 pm

Future Planning: Discussion regarding two board meetings in June.

Submittal of Charter School application

Plans for the Bell Monument

Mr. Barlow reported that PTC is planning a fundraiser to collect money for the Bell Monument and thanked Bernadette Oliveira for leading this fundraiser.

Meeting adjourned at 8:07 pm to closed session to discuss employee evaluation and performance. No decisions pending.

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:	April 9, 2015
For:	(X) School Board () Superintendent's Cabinet
For:	() Information (X) Action
Date you w April 15, 20	rish to have your item considered:
Item: Bills and W	arrants
Purpose: Review and	accept Bills and Warrants
Fiscal Impa None	net:
Recommen Consideration	dation: on 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.

,								
\$21,361.41	\$21,361.41	2 KM				ers authorization (EC 4263	Approval	Date
Warrants 11 Credit Card Payments 0	Grand Total for Payments Dated: 04/03/2015	Authorized Officer/Employee Or	Board Members *			* If this option is chosen, must have a majority of board members authorization (EC 42632)	KCOE Examination and Approval	Ву
		B				*		l

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

18 Kit Carson Union Elementary School Distri

Warrant Register For Warrants Dated 04/03/2015

Page 1 of 1 4/9/2015 10:30:15AM

Warrant Number	Vendor Number	Vendor Name	A
12487604	14	ADAMADU IDUEODA GERRA	Amount
12487605	987	ARAMARK UNIFORM SERVICES	\$88.15
12487606	474	Hanford Auto Sales Inc	\$361.01
12487607		KINGS CO OFFICE OF EDUCATION	\$34.46
	1208	LAKESIDE UNION ELEM. SCHOOL DI	\$2,200.00
12487608	1034	MID VALLEY DISPOSAL	\$510.00
12487609	243	NOGA'S AIR CONDITIONING INC	***************************************
12487610	858	PITNEY BOWES INC.	\$195.35
12487611	1045	-	\$147.00
12487612	325	RODRIGUEZ BROS INC	\$423.82
12487613	836	SISC III	\$17,200.96
12487614		SOUTHWEST SCHOOL & OFF. SUPPLY	\$160.66
1240/014	665	TULARE COUNTY OFFICE OF ED.	\$40.00

Total Amount of All Warrants:

\$21,361.41

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

Page 1 of : 4/9/2015 10:30:06AM

12487612	12487612	12487611	12487609 12487610	1248/60/	12487606	12487604 12487605	Document No
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Commercial Payment Register For Payments Dated: 04/03/2015

Page 2 of : 4/9/2015 10:30:06AM

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665	836	Vendor 1
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TULARE COUNTY OFFICE OF PO - 150070 0100-0000-0-0000-2700-520000-000	SOUTHWEST SCHOOL & OFF PO - 150089 0100-1100-0-1110-1000-430000-000 PO - 150088 0100-1100-0-1110-1000-430000-000 PO - 150088 0100-1100-0-1110-1000-430000-002 PO - 150089 0100-1100-0-1110-1000-430000-010	
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Commercial Payment Register For Payments Dated: 04/03/2015

Page 1 of 1 4/9/2015 10:30:06AM

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\$2,506.06	\$2,506.06	\$18,660.00	\$2,200.00	\$2,200.00	\$119.38	\$84.46	\$14.97	\$19.95	\$41.28	\$41.28	\$16,299.34	-\$2,041.83	\$1,291.70	\$370.00	\$1,291.70	\$13,783.33	\$164.80	\$134.32	\$124.70	\$147.00	\$40.00	\$510.00	\$34.46	\$361.01	\$88.15			Amount

Total f	18 Kit Carson Union Elementary School District	District Fund Resource
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\$2,506.06		Amount

Unrestricted Resources

Total for Resource 0000

Total for Fund 1400 Total for District 18

\$195.35 \$195.35 \$21,361.41

	District
	Fund
Grand Total	Resource
601 361 41	Amoun†

\$21,361.41

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.

\$13,380.35 \$2,310.62 \$15,690.97 The following the state of the state	ate
Credit Card Payments 4 \$13,380.35 Grand Total for Payments Dated: 03/27/2015 \$15,690.97 Authorized Officer/Employee 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.

18 Kit Carson Union Elementary School Distri

Warrant Register For Warrants Dated 03/27/2015

Page 1 of 1 4/9/2015 10:29:50AM

Warrant Number	Vendor Number	Vendor Name	Amount
12486777	14	ARAMARK UNIFORM SERVICES	
12486778	344	CALIFORNIA DEPARTMENT OF EDUCA	\$88.00
12486779	1048		\$114.40
12486780	1195	GILBERT ELECTRIC COMPANY	\$929.48
12486781		HEDGES PEST CONTROL	\$65.00
12486782	1220	KAGAN PROFESSIONAL DEVELOPMENT	\$2,791.20
	474	KINGS CO OFFICE OF EDUCATION	\$3,965.29
12486783	243	NOGA'S AIR CONDITIONING INC	\$268.60
12486784	268	PRODUCERS DAIRY FOODS INC	\$972.40
12486785	206	SYSCO FOOD SERVICES	\$3,944.10
12486786	1136	US BANK	\$241.88

Total Amount of All Warrants:

\$13,380.35

18 Kit Carson Union Elementary School Distri

Credit Card Register For Payments Dated 03/27/2015

Page 1 of 1 4/9/2015 10:29:57AM

Document Number	Vendor Number	Vendor Name	Amount
14010700	848	AUTOMATED OFFICE SYSTEMS	\$13.93
14010701	1093	CALTRONICS BUSINESS SYSTEMS	\$1,244.42
14010702	112	FOLLETT EDUCATIONAL SERVICES	\$208.27
14010703	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00

Total Amount of All Credit Card Payments:

\$2,310.62

Commercial Payment Register For Payments Dated: 03/27/2015

Page 1 of: 4/9/2015 10:29:36AM

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12486785	12486783	12486782	12486780 12486781	12486778	12486777
206	243 268	474	1195 1220	344 1048	Vendor No
SYSCO FOOD SERVICES PV - 142159 PV - 142146 PV - 142159 PV - 142159	NOGA'S AIR CONDITIONING PO - 150083 PRODUCERS DAIRY FOODS I PV - 142158 PV - 142157	KINGS CO OFFICE OF EDUCA PV - 142152 PV - 142152 PV - 142152	HEDGES PEST CONTROL PV - 142153 KAGAN PROFESSIONAL DEV PO - 150050	CALIFORNIA DEPARTMENT (PV - 142155 GILBERT ELECTRIC COMPAN PV - 142151	No Vendor Name Reference No ARAMARK UNIFORM SERVIC CM - 15030 PV - 142154
1300-5310-0-0000-3700-470000-000 1300-5310-0-0000-3700-430000-000 1300-5310-0-0000-3700-470010-000 1300-5310-0-0000-3700-470000-000	1400-0000-0-0000-8100-560000-000 1300-5310-0-0000-3700-470000-000 1300-5310-0-0000-3700-470000-000	0100-0000-0-0000-3130-580004-000 0100-0000-0-0000-7400-580060-000 0100-0000-0-0000-7700-580004-000	0100-0000-0-0000-8200-550070-000 0100-7405-0-1110-1000-580000-000	1300-5310-0-0000-3700-470000-000 1400-0000-0-0000-8100-560000-000	FD - RE - PY- GO - FN - OB - SI 0100-0000-0-0000-8200-580000-000 0100-0000-0-0000-8200-580000-000
Total For Fu Total Am Child Nutrition - School Programs	Unrestricted Resources Rent Total For Fund Nu Total For Fund Nu Total Amount o Child Nutrition - School Programs Food Child Nutrition - School Programs Food	Unrestricted Resources Unrestricted Resources Unrestricted Resources Unrestricted Resources	Total An Unrestricted Resources Total For Fi Total An Common Core Standards Implementation	Total Amount of Child Nutrition - School Programs Food Total For Fund Nu Total Amount of Rente Unrestricted Resources Total For Fund Nu	Resource Unrestricted Resources Unrestricted Resources Total For F
Total For Fund Number: 1300 Total Amount of Payment: Food Programs Food Programs Materials and Supplies Programs Other Food Service Supplies Programs Food	Total Amount of Payment: Rentals, Leases and Repairs Total For Fund Number: 1400 Total Amount of Payment: ol Programs Food Programs Food	Total Amount of Payment: Contract w/County Schools Prof. Serv. & Oper. ExpFingerprinting Contract w/County Schools Total For Fund Number: 0100	Total Amount of Payment: Pest Control Total For Fund Number: 0100 Total Amount of Payment: ds Other Services and Operating Expenditures Expenditures	Total Amount of Payment: ol Programs Food Total For Fund Number: 1300 Total Amount of Payment: Rentals, Leases and Repairs Total For Fund Number: 1400	Object Other Services and Operating Expenditures Other Services and Operating Expenditures Total For Fund Number: 0100
\$972.40 \$972.40 \$1,791.46 \$29.67 \$123.58 \$1,895.30	\$3,965.29 \$268.60 \$268.60 \$268.60 \$463.87 \$508.53	\$2,791.20 \$2,791.20 \$1,290.25 \$675.04 \$2,000.00	\$65.00 \$65.00 \$65.00 \$65.00 \$2,791.20	\$114.40 \$114.40 \$114.40 \$929.48 \$929.48	Amount -\$0.15 \$88.15

Commercial Payment Register For Payments Dated: 03/27/2015

Page 2 of 3 4/9/2015 10:29:36AM

Document No Vendor No Vendor Name 14010703 14010701 14010702 14010700 12486785 12486786 12486786 1047 1136 1093 112 1136 848 206 MOBILE MODULAR MANAGI PV - 142149 2500-0000-0-0000-8700-560000-124 CALTRONICS BUSINESS SYS' PV - 142147 FOLLETT EDUCATIONAL SEF PO - 150024 AUTOMATED OFFICE SYSTE: PV - 142160 SYSCO FOOD SERVICES US BANK US BANK PV - 142148 PV - 142147 Reference No PV -PV - 142156 1300-5310-0-0000-3700-470010-000 PV - 142150 142150 0100-6300-0-1110-1000-420000-000 0100-1100-0-1110-1000-560005-000 0100-1100-0-1110-1000-560005-000 0100-1100-0-1110-1000-560005-000 0900-0000-0-1110-1000-560005-000 0100-1100-0-1110-1000-560005-000 0100-0000-0-0000-7300-560005-000 FD-RE-PY-GO-FN-OB-SI Unrestricted Resources Lottery:Instructional Materials State Lottery State Lottery State Lottery Child Nutrition - School Programs Other Food Service Supplies State Lottery Unrestricted Resources Unrestricted Resources Resource Total For Fund Number: 2500 Total For Fund Number: 0100 Total For Fund Number: 0100 Total For Fund Number: 0100 Total For Fund Number: 0900 Total For Fund Number: 0100 Total For Fund Number: 1300 Total Amount of Payment: **Books Other Than Textbooks** Rentals, Leases and Repairs Maintenance Agreement-Copies Maintenance Agreement-Copies Maintenance Agreement-Copies Maintenance Agreement-Copies Maintenance Agreement-Copies Maintenance Agreement-Copies Amount \$1,168.19 \$3,944.10 \$1,244.42 \$1,244.42 \$3,944.10 \$844.00 \$208.27 \$844.00 \$844.00 \$208.27 \$120.94 \$120.94 \$208.27 \$241.88 \$104.09 \$120.94 \$120.94 \$67.56 \$13.93 \$13.93 \$13.93 \$8.67

Page 1 of 1 4/9/2015 10:29:36AM

	Lotal # of Payments:								District: 18 Kit C:
	14	Total # of Payments:	2500	1400	1300	1222	0100	Fund	District: 18 Kit Carson Union Elementary School District
		ts: 14							
	Grand Total:								
7	\$ 15,690.97	\$15,690.97	\$844.00	\$1,198.08	\$5,030.90	\$120.94	\$8,497.05	Total	

District

District	Fund	Resource		Amount
18 Kit Carson Union Elementary School District	ool District			
	General	Fund		
		0000	Unrestricted Resources	\$88, 15
		0000	Unrestricted Resources	-s0.15
		0000	Unrestricted Resources	\$65.00
		0000	Unrestricted Resources	\$675 O4
		0000		\$1.290.25
		0000	Unrestricted Resources	\$2,000.00
		0000	Unrestricted Resources	\$120.94
			Total for Resource 0000	\$4,239.23
		1100	State Lottery	\$8.67
		1100	State Lottery	\$13.93
		1100	State Lottery	\$67.56
		1100	State Lottery	\$1,168.19
			Total for Resource 1100	\$1,258.35
		6300	Lottery:Instructional Materials	\$208.27
			Total for Resource 6300	\$208.27
		7405	Common Core Standards Implementation	\$2,791.20
			Total for Resource 7405	\$2,791.20
	0900 Charter Sc	Schools Fund	Total for Fund 0100	\$8,497.05
		0000	Unrestricted Resources	\$120.94
			Total for Resource 0000	\$120.94
	1300 Cafeteria	Fund	Total for Fund 0900	\$120.94
		5310	Child Nutrition - School Programs	\$114.40
		5310	Child Nutrition - School Programs	\$508:53
		5310	Child Nutrition - School Programs	\$463.87
		5310	Child Nutrition - School Programs	\$123.58

			District Fund 18 Kit Carson Union Elementary School District
	2500	1400	Fund lool Distri
	CapitalFacilities	Careceria Fund 5310 5310 5310 5310 5310 Deferred Maintenance 0000 0000	
	Fun		Resource
Unrestricted Resources Total for Resource 0000 Total for Fund 2500 Total for District 18	· ·	Child Nutrition - School Programs Total for Resource 5310 Total for Fund 1300 Fund Unrestricted Resources Unrestricted Resources	
\$844.00 \$844.00 \$844.00 \$15,690.97	\$1,198.08 \$1,198.08	\$1,791.46 \$104.09 \$1,895.30 \$29.67 \$5,030.90 \$268.60 \$268.60 \$929.48	Amount

		District
		Fund
Grand Total		Resource
\$15,690.97	Pamonic	7

\$15,690.97

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 15 \$11,262.77 Payments 2 \$469.88 Dated: 03/20/2015 \$11,732.65	The Sull		* If this option is chosen, must have a majority of board members authorization (EC 42632)	KCOE Examination and Approval	Date	This order must be returned to KCOE prior to distribution of payments.
warrants Credit Card Payments Grand Total for Payments Dated:	Authorized Officer/Employee Or Board Members *		* If this option is chosen, must have a majority	KCOE	By	This order must be returned

18 Kit Carson Union Elementary School Distri

Warrant Register For Warrants Dated 03/20/2015

Page 1 of 1 4/9/2015 10:29:19AM

Warrant Number	Vendor Number	Vendor Name	Amount
12486253	14	ARAMARK UNIFORM SERVICES	\$440.79
12486254	798	ASSOCIATED VALUATION SERVICES	\$267.32
12486255	751	GAYLEN CANTRELL	\$810.00
12486256	1097	DE LAGE LANDEN	\$213.60
12486257	179	KINGS WASTE & RECYCLING AUTH	\$35.50
12486258	189	LAWNMOWER MAN	\$255.91
12486259	1174	GABRIEL MARTINEZ	\$60.00
12486260	1149	RAUL M. MARTINEZ	\$1,020.00
12486261	222	MICHAEL'S PLUMBING SUPPLIES	\$321.02
12486262	1046	MULTI-TECH MOBILE SERVICE	\$718.29
12486263	858	PITNEY BOWES INC.	\$126.54
12486264	845	STAN PLOOY	\$960.00
12486265	285	ROE OIL CO.	\$1,534.55
12486266	330	SO CALIF EDISON CO	\$4,109.25
12486267	1175	BRANDON WEISSER	\$390.00

Total Amount of All Warrants:

\$11,262.77

18 Kit Carson Union Elementary School Distri

Credit Card Register For Payments Dated 03/20/2015

Page 1 of 1 4/9/2015 10:29:27AM

Document Number	Vendor Number	Vendor Name	Amount
14010614	524	CLEAN SOURCE INC	\$130.88
14010615	1079	GEIL ENTERPRISES INC	\$339.00

Total Amount of All Credit Card Payments:

\$469.88

Commercial Payment Register For Payments Dated: 03/20/2015

Page 1 of 4 4/9/2015 10:29:08AM

12486261	12486260	12486259	12486258	12486257	12486256	12486255	12486254				12486253	Document No
222	1149	1174	189	179	1097	751	798				14	Ven
MICHAEL'S PLUMBING SUPP PV	MARTINEZ, RAUL M.	MARTINEZ, GABRIEL	LAWNMOWER MAN	KINGS WASTE & RECYCLINC PV	DE LAGE LANDEN	CANTRELL, GAYLEN	ASSOCIATED VALUATION SF PV				ARAMARK UNIFORM SERVIC PV	No Vendor Name
1	PV - 14	PV - 14	PV - 14		PV - 1	PV - 1	1	PV - 1	1	PV - 1.		Reference No
142128 0	142131 6	142134 (142138 (142139 (142143 (142130	142137	142135		142135 142135	- 142135	e No
0100-0000-0-0000-8200-580000-000	0100-9010-0-1135-4200-580000-000	0100-9010-0-1135-4200-580000-000	0100-0000-0-0000-8200-560000-000	0100-0000-0-0000-8200-550050-000	0100-1100-0-1110-1000-560005-000	0100-9010-0-1135-4200-580000-000	0100-0000-0-0000-7380-580000-000	0100-0000-0-0000-8200-580000-000	0100-0000-0-0000-8200-580000-000	0100-0000-0-0000-8200-580000-000 0100-0000-0-0000-8200-580000-000	0100-0000-0-0000-8200-580000-000	FD - RE - PY- GO - FN - OB - SI
Unrestricted Resources	Other Local	Other Local	Unrestricted Resources	Unrestricted Resources	State Lottery	Other Local	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Resource
Total Amount of Payment: Other Services and Operating Expenditures	Total Amount of Payment: Other Services and Operating Expenditures Total For Fund Number: 0100	Total Amount of Payment: Other Services and Operating Expenditures Total For Fund Number: 0100	Total Amount of Payment: Rentals, Leases and Repairs Total For Fund Number: 0100	Total Amount of Payment: Garbage Total For Fund Number: 0100	Total Amount of Payment: Maintenance Agreement-Copies Total For Fund Number: 0100	Total Amount of Payment: Other Services and Operating Expenditures Total For Fund Number: 0100	Total Amount of Payment: Other Services and Operating Expenditures Total For Fund Number: 0100	Other Services and Operating Expenditures Total For Fund Number: 0100			Other Servic	Ohioot
\$1,020.00 \$107.39	\$1,020.00 \$1,020.00	\$255,91 \$60.00 \$60.00	\$35.50 \$255.91	\$213.60 \$35.50		\$267.32 \$810.00 \$810.00	\$267.32 \$267.32	\$88.15	\$88.15 \$88.15	\$88.17	\$88.17	

Commercial Payment Register For Payments Dated: 03/20/2015

Page 2 of 2 4/9/2015 10:29:08AM

	12486267	12486266			12486265		A DO CALCO	12486264	5		12486263								12486262					12486261	Document No
	1175	330			285		9	845		Ċ	858								1046					222	Vendor No
	WEISSER, BRANDON	SO CALIF EDISON CO			ROE OIL CO.		TEOOT, STOW	PI OOV STAN		AMENDE BOWES INC.	PITNEY ROWES NO								MIII.TI-TECH MORII E SERVI, DV					MICHAEL'S PLUMBING SUPP	No Vendor Name
	PV - 142133	PV - 142136		PV - 142141	PV - 142141		FV - 142132			FV - 142142				1	PV - 142129						FV - 142128		PV - 1/2128	P PV - 142128	Referen
	0100-9010-0-1135-A200-580000 000	0100-0000-0-0000-8200-550020-000		0100-0000-0-0000-3600-430010-000	0100-0000-0-0000-8400-430010-000		0100-9010-0-1135-4200-580000-000			0100-0000-0-0000-2700-560000-000			0.000 0.0000.2000.2000.2000.0000.000	0100-0000-0-0000-3600-3600-000	0100-0000-0-0000-3600-560000 000	0100-0000-0-0000-3000-380000-000	0100-0000-0-0000-3600-580000-000	0100-0000-0-0000-3600-380000-000	0100 0000 0 0000 2000 0000		0100-0000-0-0000-8200-430000-000	0100-0000-0-0000-0200-380000-000	0100 0000 0 0000 0000 00000	0100-0000-0-0000-8200-580000-000	FD - RE - PY- GO - FN - OB - SI
Cuici Locai Total l	Tc	Tot Unrestricted Resources	Total	Unrestricted Resources	Tor Unrestricted Resources	Total	Other Local	To	Total	Unrestricted Resources		Total	Office Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources		Total	Unrestricted Resources	Unrestricted Resources		Unrestricted Resources	Resource
Other Services and Operating Expenditures Total For Fund Number: 0100	Total For Fund Number: 0100 — Total Amount of Payment: —	Total Amount of Payment: ==	Total For Fund Number: 0100	Matl & SupplGasoline/Diesel	Total Amount of Payment: == Matl & SupplGasoline/Diesel	Total For Fund Number: 0100	Other Services and Operating Expenditures	Total Amount of Payment:	Total For Fund Number: 0100	Rentals, Leases and Repairs	Total Amount of Payment:	Total For Fund Number: 0100	Other Services and Operating Expenditures	Rentals, Leases and Repairs	Other Services and Operating Expenditures	Total Amount of Payment:	Total For Fund Number: 0100	Materials and Supplies	Other Services and Operating Expenditures	Expenditures	Other Services and Operating	Object			
\$390.00 \$390.00	\$4,109.25 \$4,109.25	\$1,534.55 \$4,109.25	\$1,534.55	\$1,470.43	\$960.00 \$64.12	\$960.00	\$960.00	\$126.54	\$126.54	\$126.54	\$718.29	\$718.29	\$111.05	\$97.50	\$162.50	\$152.24	\$97.50	\$97.50	\$321.02	\$321.02	\$12.09	\$7.42	\$124.12	2100113	Amount

Commercial Payment Register For Payments Dated: 03/20/2015

Page 3 of 4 4/9/2015 10:29:08AM

1401	1401
14010615	14010614
1079	Vendor N 524
GEIL ENTE	Pocument No Vendor No Vendor Name 14010614 524 CLEAN SOURCE INC
GEIL ENTERPRISES INC	URCE INC
PV - 1421 PV - 1421	Reference No PV - 142144 PV - 142145
40 0100	10 FE 44 0100 45 0100
PV - 142140 0100-0000-0-0000-2700-580016-000 PV - 142140 0100-0000-0-0000-2700-580016-000	Reference No FD - RE - PY - GO - FN - OB - SI PV - 142144 0100-0000-0-0000-8200-4300000-000 PV - 142145 0100-0000-0-0000-8200-580000-000
016-000	OB - SI
Unrestricted Resources Unrestricted Resources	Resource Unrestricted Resources Unrestricted Resources
Total For Fund Number: 0100 Total Amount of Payment: Prof. Serv. & Oper. Exp Alarms Prof. Serv. & Oper. Exp Alarms Total For Fund Number: 0100 Total Amount of Payment:	Object Total Amount of Payment: ES Materials and Supplies Other Services and Operating Expenditures
\$130.88 \$130.88 \$129.00 \$210.00 \$339.00	Amount \$390.00 \$27.38 \$103.50

Commercial Payment Register For Payments Dated: 03/20/2015

4/9/2015 10:29:08AM

Page 1 of 1

District: 18 Kit Carson Union Elementary School District
Fund

0100

Total # of Payments:

17

Total

\$11,732.65 \$11,732.65

Grand Total:

\$ 11,732.65

Total # of Payments: 17

																											0100 General	18 Kit Carson Union Elementary School District	District Fund
	0000 Unre									0000 Unr		0000 Unr	0000 Unr	0000 Unr	0000 Unr		0000 Unr	0000 Unr	0000 Unr	0000 Unr			ral Fund		Resource				
Total for Resource 0000	Unrestricted Resources																												
\$8,279.05	\$103.50	\$27.38	\$210.00	\$129.00	\$97.50	\$111.05	\$97.50	\$162.50	•	97.	& & •	\$88.15	•	\$88.17	88.1	<u>ი</u>		•	•	•	267.3	•	\$35.5	4,109.2	70.4	\$64.12			Amount

	18 Kit Carson Union Elementary School District 0100	District
	hool District 0100 General Fund 1 99999999999999999999999999999999999	Fund
	al Fund 1100 9010 9010 9010 9010	Resource
Total for Resource 9010 Total for Fund 0100 Total for District 18	State Lottery Total for Resource 1100 Other Local Other Local Other Local Other Local Other Local Other Local	
\$3,240.00 \$11,732.65 \$11,732.65	\$213.60 \$213.60 \$213.60 \$960.00 \$810.00 \$810.00 \$60.00 \$1,020.00 \$390.00	Amount

		District
		Fund
Grand Total		Resource
\$11,732.65	Amount	

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.

\$14,896.39 \$1,562.45	\$16,458.84	Brlin				norization (DO 40000)		wal	a a
Warrants 17 Credit Card Payments 2	Grand Total for Payments Dated: 03/13/2015	Authorized Officer/Employee Or	Board Members *			* If this option is chosen, must have a majority of board members authorization (EC 4222)	Date	KCOE Examination and Approval	By

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

18 Kit Carson Union Elementary School Distri

Warrant Register For Warrants Dated 03/13/2015

Page 1 of 1 4/9/2015 10:28:47AM

Warrant Number	Vendor Number	Vendor Name	Amount
12485777	14	ARAMARK UNIFORM SERVICES	\$88.00
12485778	988	Central Valley Support Service	\$35.00
12485779	1218	CITY OF HANFORD UTILITY SERVIC	\$147.53
12485780	65	CHANDALIN CLEMENT-CHAMPLIN	\$283.52
12485781	1097	DE LAGE LANDEN	\$998.30
12485782	331	THE GAS COMPANY	\$497.41
12485783	987	Hanford Auto Sales Inc	,
12485784	1033	Lawrence Tractor Inc	\$991.43
12485785	243	NOGA'S AIR CONDITIONING INC	\$690.41
12485786	894	NUTRIKIDS	\$511.88
12485787	268	PRODUCERS DAIRY FOODS INC	\$6,911.00
12485788	285	ROE OIL CO.	\$447.41
12485789	902	ERIKA ROPER	\$1,402.35
12485790	897	SCHOOL PATHWAYS LLC	\$28.16
12485791	836		\$150.00
12485792	1178	SOUTHWEST SCHOOL & OFF. SUPPLY	\$71.14
12485793	206	SUPERIOR DAIRY PRODUCTS CO INC	\$84.73
22.00773	200	SYSCO FOOD SERVICES	\$1,558.12

Total Amount of All Warrants:

\$14,896.39

18 Kit Carson Union Elementary School Distri

Credit Card Register For Payments Dated 03/13/2015

Page 1 of 1 4/9/2015 10:28:53AM

14010505		Vendor Name	Amount
14010506	1102	DELRAY TIRE	\$1,368.78
14010507	136	LEE CENTRAL CALIF. NEWSPAPERS	\$193.67

Total Amount of All Credit Card Payments:

\$1,562.45

Commercial Payment Register For Payments Dated: 03/13/2015

Page 1 of: 4/9/2015 10:28:33AM

12485787	12485786	12485785	12485784		12485783	12485782	12485781	12485780	12485779	12485778	Document No 12485777
268	894	243	1033		987	331	1097	65	1218	988	Vendor No
PRODUCERS DAIRY FOODS I PV	NUTRIKIDS	NOGA'S AIR CONDITIONING	Lawrence Tractor Inc		Hanford Auto Sales Inc	GAS COMPANY, THE	DE LAGE LANDEN	CLEMENT-CHAMPLIN, CHAN PV	CITY OF HANFORD UTILITY: PV	Central Valley Support Service	No Vendor Name Refe ARAMARK UNIFORM SERVIC PV
I PV - 142114	PO - 150066	PV - 142119	PV - 142115	PV - 142125	PV - 142125	PV - 142127	PV - 142118	AN PV - 142111	Y: PV - 142124	PV - 142126	Reference No VIC PV - 142112
1300-5310-0-0000-3700-470000-000	1300-5310-0-0000-3700-430040-000	1400-0000-0-0000-8100-560000-000	0100-0000-0-0000-8200-560000-000	0100-0000-0-0000-8400-580000-000	0100-0000-0-0000-8400-580000-000	0100-0000-0-0000-8200-590010-000	0100-1100-0-1110-1000-560005-000	0100-1100-0-1110-1000-430000-016	0100-0000-0-0000-8200-550030-000	0100-0000-0-0000-7300-580000-000	FD - RE - PY - GO - FN - OB - SI 0100-0000-0-0000-8200-580000-000
Total For Fund Number: 1300 Total Amount of Payment: Child Nutrition - School Programs Food	Total For Fund Number: 1400 Total Amount of Payment: Child Nutrition - School Programs Computer Software	Total Amount of Payment: Unrestricted Resources Rentals, Leases and Repairs	Total Amount of Payment: Unrestricted Resources Rentals, Leases and Repairs	Unrestricted Resources Other Services and Operating Expenditures Total For Fund Number: 0100	Total Amount of Payment: Unrestricted Resources Other Services and Operating	Total For Fund Number: 0100 Total Amount of Payment: Unrestricted Resources Communications - Telephone Total For Fund Number: 0100	Total For Fund Number: 0100 Total Amount of Payment: Maintenance Agreement-Copies	Total For Fund Number: 0100 Total Amount of Payment: State Lottery Materials and Supplies	Total Amount of Payment: Unrestricted Resources Water/Sewer	Total For Fund Number: 0100 Total Amount of Payment: Unrestricted Resources Other Services and Operating Expenditures Total For Fund Number: 0100	Resource Object Unrestricted Resources Other Services and Operating Expenditures
\$6,911.00 \$6,911.00 \$447.41	\$511.88 \$511.88 \$6,911.00	\$690.41 \$690.41 \$511.88		\$737.41	\$497.41 \$497.41 ting \$254.02		\$283.52 \$283.52 Copies \$998.30	\$147.53 \$147.53 \$283.52	\$35.00 \$35.00 \$147.53		Amount sting \$88.00

Commercial Payment Register For Payments Dated: 03/13/2015

Page 2 of: 4/9/2015 10:28:33AM

								((ī
			14010507				14010506				12485793			12485792			12485791			12485790			12485789					12485788		Document No
			136				1102			1	206			1178			836			897			902					285		Vendor No
			LEE CENTRAL CALIF, NEWSI PV - 142121				DELRAY TIRE			S YOU YOUR BEING TOTAL	SYSCO FOOD SERVICES			SUPERIOR DAIRY PRODUCTS PV		COCTATION DOLLOOF & OF	SOUTHWEST SCHOOL & OFF BO			SCHOOL PATHWAYS LLC		The state of the s	ROPER. ERIKA					ROE OIL CO.		No Vendor Name
			· Vq i			PV -	PO -		7	7 Y -				γ pV -					-	PV			PV		7		PV	PV		Refe
		1	142121				150082		142113				011741			180061			172120	- 142120		11211/	- 142117		- 142123		. 142123	- 142123		Reference No
		000-040086-000/7-0000-0-0000	0100-0000-0-0000-2700 580040 000		0100-0000-0-0000-8200-430000-000	0100 0000 0000 0000 0000 000	0100-0000-0-0000-3600-580000-000		1300-5310-0-0000-3700-470010-000	1300-3310-0-0000-3700-470000-000	1200		0100-0000-0-0000-/100-430000-000	0100 0000 0 0000 7100 420000 000		0900-1100-0-1110-1000-430000-000			0900-0332-0-1110-1000-0000000	0000 0222 0 1110 1000 500000 000		0100-1100-0-1110-1000-430000-003	0100 1100 0 1110 1000 2000 000		0100-0000-0-0000-3600-430010-000	0100-0100-0-0000-0-100-0100	0100-0000-0 0000 8400 420010 000	0100-8150-0-0000-8110-430010-000		FD - RE - PY - GO - FN - OB - SI
Total An	Total For Fu	Unrestricted Resources		Total For Fi	Unrestricted Resources	Omesurcied Resources		Total For F	Child Nutrition - School Programs Other Food Service Supplies	Child Nutrition - School Programs Food	Total A	Total For F	Unrestricted Resources		Total For F	State Lottery	Total A	Total For F	LCFF Supplemental/Concentration Other Services and Operating Grant Expenditures	Total A	Total For I	State Lottery		Total For I	Unrestricted Resources	Unrestricted Resources		Ongoing & Major Maint, Acct.	Total For	Resource
Total Amount of Payment:	Total For Fund Number: 0100	Prof. Serv. & Oper. Exp Advertising	Total Amount of Payment:	Total For Fund Number: 0100	Materials and Supplies	Other Services and Operating Expenditures	Total Amount of Payment:	Total For Fund Number: 1300	s Other Food Service Supplies	s Food	Total Amount of Payment:	Total For Fund Number: 0100	Materials and Supplies	Total Amount of Payment:	Total For Fund Number: 0900	Materials and Supplies	Total Amount of Payment:	Total For Fund Number: 0900	on Other Services and Operating Expenditures	Total Amount of Payment:	Total For Fund Number: 0100	Materials and Supplies	Total Amount of Payment:	Total For Fund Number: 0100	Matl & SupplGasoline/Diesel Fuel	Matl & SupplGasoline/Diesel Fuel	Fuel	Acct. Matl & SupplGasoline/Diesel	Total For Fund Number: 1300	Object
\$193.67	\$193.67	\$193.67	\$1,368.78	\$1,368.78	\$82.02	\$1,286.76	\$1,558.12	\$1,558.12	\$84.14	\$1,473.98	\$84.73	\$84.73	\$84.73	\$71.14	\$71.14	\$71.14	\$150.00	\$150.00	\$150.00	\$28.16	\$28.16	\$28.16	\$1,402.35	\$1,402.35	\$1,226.91	\$56.27	\$117.17	\$447.41	\$447.41	Amount

Commercial Payment Register For Payments Dated: 03/13/2015
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Page 1 of 1 4/9/2015 10:28:33AM

10tal # of Payments: 19							District: 18 Kit (
19		1400	1400	1300	0000	Fund	District: 18 Kit Carson Union Elementary School District
	Total # of Payments:						ool District
	19						
Grand Total:							
\$ 16,458.84	\$16,458.84	\$511.88	\$8,916.53	\$221.14	\$6,809.29	Total	

District

Fund

Resource

Amount

				18 Kit Carson Union Elementary School District 1300	District
	£	1		School Distric	Fund
	Deterred Maintenance		5310 5310 5310 5310	ct Cafeteria Fund	Resource
Total for Resource 0000 Total for Fund 1400 Total for District 18	Unrestricted Resources		Child Nutrition - School Programs		
\$511.88 \$511.88 \$16,458.84	\$511.88	\$8,916.53 \$8,916.53	\$6,911.00 \$84.14 \$1,473.98 \$447.41		Amount

		District
		Fund
Grand Total		Resource
\$16,458.84	wingail	

\$16,458.84

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

Warrants 3 \$2,816.05 Credit Card Payments 0	Grand Total for Payments Dated: 03/11/2015 \$2,816.05	icer/Employee	bers *				* If this option is chosen, must have a majority of board members authorization (EC 42632)	KCOE Examination and Approval		Date	This order must be returned to KCOE prior to distribution of payments.
Cred	Grand Total for Pa	Authorized Officer/Employee Or	Board Members *				* If this option is chosen, mus Date		By	. 1125	This order m

18 Kit Carson Union Elementary School Distri

Warrant Register For Warrants Dated 03/11/2015

Page 1 of 1 4/9/2015 10:28:24AM

Warrant Number	Vendor Number	Vendor Name	Amount
12485591	1233	BANK OF AMERICA - 5483	\$1,415.42
12485592	1241	BANK OF AMERICA - 7914	\$1,178.98
12485593	1133	BANK OF AMERICA-8701	\$221.65

Total Amount of All Warrants:

\$2,816.05

Commercial Payment Register For Payments Dated: 03/11/2015

Page 1 of: 4/9/2015 10:26:01AM

12485593								12100002	12485502				12485591		10000	12485591														12485591	Document No
1133								1471	12/1				1233		1600	1233														1233	√ _e
BANK OF AMERICA-8701								BAINN OF AMERICA - /914	BANK OF AMERICA				BANK OF AMERICA - 5483		DOWN OF AMERICA - 3483	RANK OF AMEDICA 5482														BANK OF AMERICA - 5483	No Vendor Name
PV - 142110	PV - 142109	PV - 142109	PV - 142109	PV - 142109	•	ι		PV - 142109			142100		PV - 142108		PV - 142108		1 4 - 142100		ı	PV - 142108	PV - 142108	FV - 142108	1				•	PV - 142108	PV - 142108	PV - 142108	Reference No
0100-0332-0-1160-1000-430000-000	0100-0000-0-0000-3600-430000-000	0100-0000-0-0000-8200-580000-000	0100-0000-0-0000-8200-430000-000	0100-0000-0-0000-3600-580000-000	0100-0000-0-0000-8200-430000-000	0100-0000-0-0000-3600-520000-000	0100-0000-0-0000-2700-430000-000	0100-0000-0-0000-8200-430000-000			1300-3310-0-0000-3/00-430000-000	1300 5310 0 0000 0 000 1000 1000 1000 10	1300-5310-0-0000-3700-470000-000		0900-0332-0-1110-1000-580000-000		0100-0332-0-1160-1000-430000-000	0100 0333 0 11/0 1000 12000 00	0100-0000-0-0000-7150 /30000 000	0100-0000-0-0000-2700-430000-000	0100-1100-0-1110-1000-430000-015	0100-0000-0-1110-1000-580000-063	0100-0000-0-0000-7100-430000-000	0100-6500-0-5770-1120-430000-000	0100-0000-0-0000-/150-430000-000	0100 0000 0 0000 7:50 00000-015	0100 1100 0 1110 1000 10000 01000	0100-1100-0-1110-1000-430000-005	0100-1100-0-1110-1000-430000-000	0100-0000-0-0000-7300-430000-000	FD - RE - PY- GO - FN - OB - SI
Total For Fund Number: 0100 Total Amount of Payment: LCFF Supplemental/Concentration Materials and Supplies Grant	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Unrestricted Resources	Total A	Total For F	Child Nutrition - School Programs	Cilila Nutrition - School Programs	Child Middle Co. 1 10	Grant	LCFF Supplemental/Concentration Other Services and Operating	Total For I	LCFF Supplemental/Concentration Materials and Supplies Grant	Unrestricted Kesources	CHICSHICE ROSOMICES	Unrestricted Description	State I offer	Unrestricted Resources	Unrestricted Resources	Special Education	Unrestricted Resources	State Lottery	State Lottery	2+++- I	State Lottery	Unrestricted Resources	Resource
Total For Fund Number: 0100 Total Amount of Payment: ———————————————————————————————————	Expenditures Materials and Supplies	Other Services and Operating	Expenditures Materials and Sumplies	Other Services and Operating	Materials and Supplies	Travel and Conferences	Materials and Supplies	Materials and Supplies	Total Amount of Payment:	Total For Fund Number: 1300	s Materials and Supplies	1s Food		Expenditures	n Other Services and Operating	Total For Fund Number: 0100	on Materials and Supplies	Materials and Supplies	Materials and Supplies	Materials and Supplies	Expenditures	Other Services and Operating	Materials and Supplies	Materials and Supplies	Materials and Supplies	Materials and Supplies	Materials and Supplies	ividicitats and Supplies	Materials and Complian	Materials and Supplies	Ohiert
\$1,178.98 \$1,178.98 \$87.04	\$13.95	\$93.43 \$91.01	#G10.00	\$810.00	\$94.39	\$10.90	\$12.89	\$52.41	\$1,415.42	\$61.64	\$18.86	\$42.78	\$23.96		\$23.96	\$1,329.82	\$74.14	\$8.99	\$34.38	\$49.40		\$509.00	\$79.14	\$43.87	\$31.29	\$61.22	\$341.69	\$24.70	\$72.00	HIDOHINA	A

Commercial Payment Register For Payments Dated: 03/11/2015

Page 2 of: 4/9/2015 10:26:01AM

				Document No 12485593
			142110 0100-0000-7150-430000-000	<
		PV - 142110	1 v - 142110	Reference No
		PV - 142110 0100-0000-0-0000-7150-430000-000	0100-0000-0-0000-7150-430000-000	Reference No FD - RE - PY - GO - FN - OB - SI
Total	Total Fo	Unrestricted Resources	Unrestricted Resources	Resource
Total Amount of Payment:	Total For Fund Number: 0100	Materials and Supplies	Materials and Supplies	Object
\$221.65	\$37165	\$91.62	\$42.99	Amount

Commercial Payment Register For Payments Dated: 03/11/2015

Page 1 of 1 4/9/2015 10:26:01AM

Total # of Payments: 3						District: 18 Kit C
3	Total # of Payments: 3	1300	0900	0100	Fund	District: 18 Kit Carson Union Elementary School District
Grand Total: \$ 2,816.05	\$2,816.05	\$61.64	\$23.96	\$2,730.45	Total	

																												18 Kit Carson Union Elementary School District	District Fund
	6500	1	1100	1100	1100	1100	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	0332	0332		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00 General Fund	istrict	d Resource
Total for Resource 6500	Special Education	Total for Resource 1100	State Lottery	State Lottery				LCFF Supplemental/Concentration Gran	LCFF Supplemental/Concentration Gran	Total for Resource 0000	Unrestricted Resources			Ö															
\$43.87	\$43.87	\$477.01	\$341.69	\$49.40	\$24.70	\$61.22	\$161.18	\$74.14	\$87.04	\$2,048.39	\$72.00	\$509.00		•	\$34.38	\$42.99	\$79.14	\$52.41	\$13.95	\$12.89	\$94.39		•	\$10.90	\$810.00	\$91.62			Amount

18 Kit Carson Union Elementary School District 0900 1300	District
nentary School District 0900 1300	Fund
Charter Schools Fund 0332 Cafeteria Fund 5310 5310	Resource
Total for Fund 0100 LCFF Supplemental/Concentration Gran Total for Resource 0332 Total for Fund 0900 Child Nutrition - School Programs Child Nutrition - School Programs Total for Resource 5310 Total for Fund 1300 Total for District 18	
\$2,730.45 \$23.96 \$23.96 \$23.96 \$18.86 \$42.78 \$61.64 \$61.64 \$2,816.05	Amount

		District
		Fund
Grand Total		Resource
\$2,816.05	Amount	

KIT CARSON UNION SCHOOL DISTRICT **AGENDA REQUEST FORM**

TO: Todd Barlow, Superintendent/Principal

FROM: Margaret DeSantos, Administrative Secretary

DATE: April 8, 2015

FOR: (X) School Board

() Superintendent's Cabinet

For: () Information

(X) Action

Date you wish to have your item considered:

April 15, 2015

Item:

Inter-District Transfer Request for 2015-2016 school years as presented.

Purpose:

To approve the following request as presented.

Request to Attend Kit Carson School

Request to Attend Mit Carson School				
Code	Last Name	First Name	Recommendation	
1516-5-001			Consideration for approval	
1516-3-002			Consideration for approval	
1516-0-003			Consideration for approval	
1516-7-004			Consideration for approval	

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO:	Kit Carson Board of Trustees		
FROM:	Todd Barlow, Superintendent/Principal		
DATE:	April 8, 2015		
For:	(X) School Board () Superintendent's Cabinet		
For:	(X) Information () Action		
Date you wish April 15, 2015	h to have your item considered:		
Item: Second readin presented	g and acceptance of Board Policies 1312.3 and Administrative Regulations 1312.3as		
Purpose: For the purpos	se of updating certain Board Policy and Administrative Regulation as presented		
Fiscal Impact N/A	:: ::		
Recommenda N/A	tion:		

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) (5CCR 4610)

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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.

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

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(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records) (cf. 9011 - Disclosure of Confidential/Privileged Information)
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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.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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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.

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(cf. 3580 - District Records)
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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

Policy Adopted:

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 7th 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

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)

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(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)
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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.

UNIFORM COMPLAINT PROCEDURES

- 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

UNIFORM COMPLAINT PROCEDURES

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)
- 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. Meditation 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 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 retanation, *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:

AGENDA REQUEST FORM

TO:	Kit Carson Board of Trustees			
FROM:	Todd Barlow, Director of Student Services			
DATE:	April 10, 2015			
For:	(X) School Board () Superintendent's Cabinet			
For:	() Information (X) Action			
Date you wish to have your item considered: April 15, 2015				
Item: Consider appr	oving the job title description for Special Education/Intervention Program Teacher.			
Purpose: The job description was created in order to meet the Special Education requirements.				
Fiscal Impac To be reported	t: d at the Board meeting			
Recommenda				
Consideration	for approval			

KIT CARSON UNION SCHOOL DISTRICT

Special Education/Intervention Program Teacher

Job Summary

Under the direction of the Learning Director, the Special Education/Intervention Program Teacher provides instruction to designated students, and assists in directing and coordinating special education and intervention programs at school sites at the Kit Carson Union School District.

Directly Responsible to:

Learning Director

Essential Duties:

- Implement special education services for students on caseload;
- Delivers instruction, using a variety of appropriate techniques and strategies, designed to facilitate the completion of educational goals as identified in a student's Individualized Education Plan (IEP), with emphasis on promoting active student engagement in the learning process;
- Supports and enforces the District course of study, the use of approved textbooks, and the rules and regulations established by the State and the District;
- Develops and prioritizes long and short-term learning objectives within curriculum and IEP guidelines.
- Aligns student IEPs with classroom curriculum with District-adopted curricular objectives, courses of study, using authorized textbooks and materials;
- Plans daily class schedule, lessons, and activities to achieve a balanced program of individual and group work at the achievement level of the students involved;
- Under the direction of the Learning Director, assists with the development and maintenance of special education programs;
- Assist in the implementation of Individual Education Plans (IEP) for identified students.
- Oversee scheduling and monitoring of services provided to students with IEPs;
- Work collaboratively with teachers, aides and support staff to demonstrate best practices, strategies
 and techniques to enhance instruction for students with identified learning challenges;
- Oversee the assessment of referred students;
- Participate as the lead member of an IEP team:
- Conduct on-going reviews of student IEPs;
- Work with the school secretary to schedule all aspects of student IEP team meetings;
- Assume the caseload of and provide consult services for students with an IEP who attend Mid Valley Charter School.
- Serve as resource to teachers in designing instructional objectives as specified in an IEP, and provide formal and informal guidance and assistance to educators, parents, service providers and agencies, as needed;
- Oversee and Use/Update/Monitor SEIS (Special Education Information System) to ensure the timely maintenance and accuracy of student data.
- Oversee Student Study Team (SST) process and SST meetings;
- Work with the school secretary to schedule all aspects of student SST meetings;
- Implement intervention services, including delivering instruction for students as designed in the schools intervention program;
- Provide consultative and collaborative support for instructional intervention programs;
- Monitor the implementation of intervention services;

- Monitor, evaluate and document program implementation, including the maintenance of accurate records of pupil service logs, assessment data collection, and other required data, prepare and submit reports in a timely manner;
- Facilitate communication between teachers, instructional aides, and other support staff;
- Maintain strict student and parent confidentiality;
- Perform other related duties as assigned.

Required Qualifications

Credential, Education and Experience:

- Possess a valid special education teaching credential that meets the all state and federal requirements, intern credentials will be considered for qualified applicants.
- Three (3) or more years successful teaching experience in a special education setting is preferred.

Knowledge of:

- Policies, goals and objectives of Special Education and Special Education programs;
- Organization and management practices related to the analysis and evaluation of special education programs;
- Applicable directives, standards, procedures, policies, rules, regulations, codes, laws and guidelines governing special education;
- Data tracking and collection, record management and reporting methods;
- Process involved with Individualized Education Program (IEP) for special education students;

Ability to:

- Demonstrate an understanding, patient, respectful and receptive attitude toward exceptional needs students of varied age groups;
- Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work;
- Understand, carry out and communicate oral and written directions;
- Utilize consulting skills to assure implementation and maintenance of intervention plans;
- Develop and evaluate programs, and coordinate services with SELPA;
- Maintain accurate records and files, and prepare documents and reports;
- Attend in-service training, conferences and meetings, as needed;
- Maintain the highest level of confidentiality in all matters relating to students;
- Be flexible and receptive to change.

Physical Abilities

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

- Ability to work at a desk, conference table or in meetings of various configurations;
- Ability to stand and circulate for extended periods of time:
- Ability to see for purposes of observing students, of reading laws and codes, rules and policies and other printed matter;
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation
- Ability to bend, twist, stoop, kneel, run, and crawl

•	bexterity of hands to finger, handle, of feel objects, tools, or controls;
•	Be able to reach with hands and arms;
•	Occasionally lift and/or move up to 25 pounds.

Signature	Date
Jighature	Date

Adopted on: <u>4/15/2015 (pending)</u>