

# **KIT CARSON UNION SCHOOL DISTRICT**

## **REGULAR BOARD MEETING AGENDA**

December 10, 2014; 6:30 pm

Kit Carson Staff Room, 9895 Seventh Avenue, Hanford, California

### **1. Open session**

- a. Call to order
- b. Swearing-in of three trustees - Sheree Deniz, Eliza Carlson and Jasmine Costa
- c. Members present
- d. 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.

### **3. Presentations, reports and communications**

- a. Review calendar of events
- b. Board and staff comments
- c. Superintendent's report

### **4. Information items**

- a. First reading of certain Board Policies and Administrative Regulations
- b. PTC Spring Fling

### **5. Consent items**

- a. Consider approving Special Board minutes of November 19, 2014
- b. Review Bills and Warrants

### **6. Action items**

- a. Consider approval of the Annual Organizational Meeting pursuant to Education Code section 35143:
  - Election of President of the Board
  - Election of Clerk of the Board
  - Establish the time and place of the Regular Board Meetings
  - Committee assignments: the Board may elect or appoint members(s) to committees or organizations of the Board such as the KCSBA Committee
- b. Consider approving the Certificate of Signatures
- c. Consider approving the 2014-2015 Inter-District Request
- d. Consider approving the purchase of a software program to be utilized for the cafeteria meal program
- e. Consider accepting a donation from Paramount Farms
- f. Consider approving the agreement with Kings County Office of Education to furnish the school district with Fingerprinting and Certification services.

### **7. Financial**

- a. Consider approving First Interim Report
- b. Consider approving Resolution 1415-03; In the matter of adopting budget revisions

**KIT CARSON UNION SCHOOL DISTRICT**

**REGULAR BOARD MEETING AGENDA**

December 10, 2014; 6:30 pm

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**8. Future Planning and Adjournment**



- a. Next Regular Board meeting:
- 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.

- Evaluation of Employees Performance

# December 2014

TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  2:05 PL Day Room 32	2  PTC Meeting 6:30	3  ELAC 1:30 Site Council 3:15 PM	4  BEST DAY ID#2731 ID#2650 ID#2999 Mid Valley LM Soccer KC@McCarthy at Soc-Com 3:00	5	6
7	8  Cabinet Meeting 9:15  Faculty meeting/ Collaboration 2:05 PM Rm 32 6:30 - 4-H Mtg	9  Lunch ½ hour early CONCESSION   12:15 Soccer League Tournament @ KC	10  Organizational Board Meeting 6:30 PM	11  6:00 pm Family Night	12	13
14	15  Faculty meeting/ Collaboration 2:05 PM Rm 32	16	17  Winter Program Practice 9:00/1:00 if foggy	18  Winter Program Performance 9:00/1:00 if foggy	19  Classroom Parties 1:00  EARLY RELEASE	20
21	22  Winter Break	23  Winter Break	24  Winter Break	25  School Closed Christmas Day Holiday  	26  Winter Break	27
28	29  Winter Break	30  Winter Break	31  Winter Break			

# January 2015

**RUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 School Closed New Year Holiday <b>Happy New Year!</b>	2 Winter Break	3
4	5 Winter Break	6 Winter Break	7 Winter Break	8 Winter Break	9 Winter Break	10
11	12 School resumes Cabinet Meeting 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32 6:30 - 4-H Mtg	13 PTC Meeting 6:30	14	15 Best Day ID#2515 ID#2904 ID#3260	16	17
18	19 No School MLK Day	20 GRADES DUE for Eligibility/Progress Reports	21 <i>Jan 21 2015 6:30 pm</i>	22 Teacher Assessment Meetings all day (need sub)	23 PROGRESS REPORTS GO HOME	24
25	26 Cabinet Meeting 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32	27	28	29 KC 4-8 SPELLING BEE Room 32	30 <b>100th Day!</b> KC K-3 SPELLING BEE Room 32	31

## POLICY GUIDESHEET

### October 2014

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

#### **BP/AR 1312.3 - Uniform Complaint Procedures**

(BP/AR revised)

**Mandated** policy updated to expand the scope of the uniform complaint procedures to include complaints regarding a district's failure to comply with legal requirements related to the implementation of the local control and accountability plan and to reflect **NEW TITLE 5 REGULATIONS** (Register 2013, No. 38) regarding noncompliance with state law prohibiting the charging of student fees.

**Mandated** regulation updated to more clearly spell out district responsibilities, especially with regards to discrimination complaints. Revised regulation also specifies clear and effective practices that facilitate prompt and fair resolution of complaints, including training for compliance officer(s), establishment of well-defined timelines, and provision of comprehensive requirements regarding essential components of the complaint process such as findings of facts, notification, translation, and corrective action.

#### **BP 5131.2 - Bullying**

(BP revised)

**Optional** policy updated to provide for an informal, site-level reporting process leading to investigation of any bullying complaint pursuant to the uniform complaint procedures and to clarify when suspension and expulsion may be used as corrective action for a student who commits an act of bullying.

#### **BP/AR 5145.3 - Nondiscrimination/Harassment**

(BP/AR revised)

**Mandated** policy revised to specify that discrimination includes disparate treatment and to provide for an informal, site-level reporting process leading to investigation pursuant to the uniform complaint procedures.

**Mandated** regulation reorganizes the list of measures a district could implement to prevent discrimination under a new heading "Measures to Prevent Discrimination," and clarifies the requirement for translation under certain circumstances. Within section "Process for Initiating and Responding to Complaints," added new paragraphs for reporting of incidents by employees and to specify district's responsibility to investigate an incident even when a formal complaint is not filed. Within section "Transgender and Gender-Nonconforming Students," refined materials related to the privacy rights of all students.

#### **BP/AR 5145.7 – Sexual Harassment**

(BP/AR revised)

**Mandated** policy revised to provide for the use of the uniform complaint procedures to investigate and resolve sexual harassment complaints and to add language for disciplining any employee who commits sexual harassment against a student. Additionally, language formerly in policy regarding confidentiality has been moved to the regulation.

**Mandated** regulation revised to require designation of the employee(s) responsible for coordinating the district's Title IX compliance efforts. Material formerly in policy expanded and reorganized under a new section "Confidentiality." Section "School-level Complaint Process/Grievance Procedures" reorganized into two separate sections, "Reporting Process and Complaint Investigation and Resolution" and "Response Pending Investigation," to integrate site-level processes with the uniform complaint procedures.

## **New Antidiscrimination and Uniform Complaint Procedures Policy Update**

Since the beginning of 2014, staff from CSBA's Policy Services Department and Office of the General Counsel have been working to update the student antidiscrimination, antibullying, and other civil rights-related sample board policies and administrative regulations to reflect current law, regulatory guidance, and best practices and to provide a clear and consistent procedure for addressing related student complaints. Specifically, the revised samples are:

BP/AR 1312.3 – Uniform Complaint Procedures

BP 5131.2 – Bullying

BP/AR 5145.3 – Nondiscrimination/Harassment

BP/AR 5145.7 – Sexual Harassment

These revised samples reflect the product of extensive consultations between CSBA staff and the staff of the California Department of Education (CDE) and the US Department of Education's Office for Civil Rights (OCR), the state and federal agencies responsible for enforcing related laws and regulations. As revised, the samples go beyond minimum legal requirements and contain valuable policy guidance and information designed to address essential compliance review and complaint investigation requirements specified by CDE and OCR. While CDE and OCR did not officially approve these samples, CSBA believes that the additional details provided could help a district or county office of education during a CDE compliance review or a CDE or OCR investigation, should either one occur.

Please note that although these samples have undergone a thorough legal review by CSBA, they are still sample policies and regulations. As always, CSBA strongly recommends that a district or county office consider its local circumstances and, as needed, consult legal counsel before adopting the samples. Note also that, as part of the enforcement standards applied by CDE and/or OCR during compliance reviews and/or complaint investigations, the practices designed by a district or county office to implement its adopted policies will also be examined. Thus, it is also recommended that each district or county office review its practices to ensure consistency with any revised policies.

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

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

**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** December 4, 2014

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

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

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

December 10, 2014

**Item**

Consider approving the minutes of the Special Board meeting of November 19, 2014

**Purpose:**

Review for approval

**Fiscal Impact:**

None

**Recommendation:**

Consideration for approval

# KIT CARSON UNION SCHOOL DISTRICT

## Minutes of Regular Board Meeting of November 19, 2014

6:30 pm

### 1. OPEN SESSION

- a) Call to Order: Andy Atsma, acting president called the meeting to order at 6:33 pm
- b) Members present: Andy Atsma, Sheree Deniz, and Joe Oliveira. Trustee absent, Dino Giacomazzi and Leonard Dias. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Mari Shackelford Robin Jones, Robert Inabnit and Megan Vickers.
- c) Mari Shackelford led the pledge to the flag

### 2. Public comments and public hearings

- a) None

### 3. Presentation, reports and communications

- a. Mr. Barlow reviewed the calendar of events for the month of November and December. He mentioned that students in grades 4th-8th attended the McDermott Family Center in Lindsay; Award Ceremonies were held for all grades; the "K" students played Bingo in the cafeteria on November 19th; and the grades 2nd-3rd are going bowling on Tuesday, November 25th; there is a soccer game at Kit Carson on November 20th; Mrs. Pasley has a Drama presentation on Dec. 5th and the Annual Organizational meeting is scheduled for Dec. 10th at 6:30 pm.

#### b. Board and staff comments:

- i. Margaret DeSantos reported that Kit Carson has 388 students and Mid Valley Charter School has 20 students enrolled.
- ii. Robin Jones reported that the Instructional Aides have started on RTI (Response to Intervention) and after school tutoring with small groups of students
- iii. Mrs. Shackelford reported that attendance has increased and all is going well on the school grounds
- v. Robert Inabnit reported that all is going well.

#### Board:

Trustee Oliveira reported that he's been busy with Hanford High Basketball, and was saddened that there were no former Kit Carson students at try-outs.

Trustee Oliveira also stated that he is sad to see Leonard Dias leave the Governing Board. He said that Mr. Dias is a dedicated and unique individual and will be severely missed.

Trustee Deniz mirrored Trustee Oliveira in regards to Leonard Dias

Trustee Atsma stated that he has served on the Kit Carson Governing Board with Leonard Dias for several years and he too will miss Mr. Dias.

#### c. Superintendent's Report

Mr. Barlow congratulated Kelen Deniz on his future marriage.

Mr. Barlow stated that he too will miss Leonard Dias. He has been very dedicated to Kit Carson School, its students and the community. He will be missed very much.



Mr. Barlow reported on the video conferences for students which include Picasso Art Lessons and NASA.

#### 4. Information items

a. Review the Quarterly Report on Williams Uniform Complaints

Mr. Barlow reported that there are no complaints filed with the district.

b. Open enrollment letter sent November 14, 2014

Mr. Barlow reported that the federal government requires that the school notifies the families in our school district that the district is a low performing school, per the federal standards.

#### 5. Consent items

a. Consider approving the Regular Board minutes of October 22, 2014

It was moved by Trustee Oliveira to approve the minutes as presented; Trustee Deniz seconded the motion. Motion passed on a 3-0 vote.

Trustee Atsma	Trustee Deniz	Trustee Dias	Trustee Giacomazzi	Trustee Oliveira
Aye	Aye	Absent	Absent	Aye

b. Review and accept Bills and Warrants

The Bills and Warrants were submitted by Megan Vickers. It was moved by Trustee Oliveira to accept the Bills and Warrants as submitted; Trustee Deniz seconded the motion. Motion passed on a 3-0 vote.

Trustee Atsma	Trustee Deniz	Trustee Dias	Trustee Giacomazzi	Trustee Oliveira
Aye	Aye	Absent	Absent	Aye

#### 6. Actions items

a) Appointment of New Board Member to fill Area 2 vacancy

Mr. Barlow informed the Governing Board that there is only one individual that is interested in the position of Trustee in Area 2. Sheree Deniz is that individual and is currently the trustee of Kit Carson School. It was moved by Trustee Oliveira to nominate Sheree Deniz as a trustee for Kit Carson School; Trustee Atsma seconded the motion. Motion was passed on a 3-0 vote.

b. Consider approving the inter-district request and renewals for 2014-2015

It was moved by Trustee Deniz to approve the requests as presented; Trustee Atsma seconded the motion. Motion passed on a 3-0 vote.

Trustee Atsma	Trustee Deniz	Trustee Dias	Trustee Giacomazzi	Trustee Oliveira
Aye	Aye	Absent	Absent	Aye

c) Consider approving the revised Local Education Area (LEA) Plan addendum

Mr. Barlow stated that this item was present to the board at a prior meeting as an information item. Mr. Barlow stated that the School Site Council approved the addendum on November 5th. It was moved by Trustee Oliveira to approve the LEA as presented; Trustee Deniz seconded the motion. Motion passed on a 3-0 vote.

Trustee Atsma	Trustee Deniz	Trustee Dias	Trustee Giacomazzi	Trustee Oliveira
Aye	Aye	Absent	Absent	Aye

d) Consider approving the updated School Parental Involvement Policy

Mr. Barlow stated that this item was approved by the School Site Council on November 5th and he also mentioned that there has been one change to the policy regarding the addition of family night. It was moved by Trustee Oliveira to approve the LEA as presented; Trustee Deniz seconded the motion. Motion passed on a 3-0 vote.

Trustee Atsma	Trustee Deniz	Trustee Dias	Trustee Giacomazzi	Trustee Oliveira
Aye	Aye	Absent	Absent	Aye

**Future Planning and Adjournment:**

Next meeting: Wednesday, December 10, 2014 6:30 pm

**The Board adjourned the meeting at 7:10 pm**

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Leonard Dias, President

\_\_\_\_\_  
Andy Atsma, 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:** December 4, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Bills and Warrants

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

**Fiscal Impact:**  
None

**Recommendation:**  
Consideration for approval

# School District Payment Order

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

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

Warrants	12	\$12,865.05
Credit Card Payments	2	\$1,299.04
Grand Total for Payments Dated:	11/14/2014	\$14,164.09

☒ Authorized Officer/Employee

Or

☐ Board Members \*

*[Signature]*

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

Date \_\_\_\_\_

KCOE Examination and Approval

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

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

**Warrant Register For Warrants  
Dated 11/14/2014**

Warrant Number	Vendor Number	Vendor Name	Amount
12477200	14	ARAMARK UNIFORM SERVICES	\$112.15
12477201	406	CDW-G	\$30.00
12477202	1218	CITY OF HANFORD UTILITY SERVIC	\$201.61
12477203	1183	CLUB Z TUTORING SERVICES	\$3,575.00
12477204	1180	Don Lee Farms	\$352.77
12477205	176	KINGS CO LOCKSMITH SERVICE	\$197.47
12477206	183	KIT CARSON REVOLVING	\$100.90
12477207	1046	MULTI-TECH MOBILE SERVICE	\$911.63
12477208	268	PRODUCERS DAIRY FOODS INC	\$526.16
12477209	897	SCHOOL PATHWAYS LLC	\$150.00
12477210	330	SO CALIF EDISON CO	\$5,188.08
12477211	206	SYSKO FOOD SERVICES	\$1,519.28

**Total Amount of All Warrants:****\$12,865.05**

**Credit Card Register For  
Payments Dated 11/14/2014**

Document Number	Vendor Number	Vendor Name	Amount
14009163	524	CLEAN SOURCE INC	\$1,144.61
14009164	246	OFFICE DEPOT	\$154.43
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,299.04</b>

# Commercial Payment Register For Payments Dated: 11/14/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12477200	14	ARAMARK UNIFORM SERVICE	PV - 141850	0100-0000-0-0000-8200-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$112.15
					Total For Fund Number: 0100		\$112.15
12477201	406	CDW-G	PO - 150054	0100-1100-0-1110-1000-4300000-020	State Lottery	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$112.15</b> \$30.00
					Total For Fund Number: 0100		\$30.00
12477202	1218	CITY OF HANFORD UTILITY	PV - 141842	0100-0000-0-0000-8200-550030-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Water/Sewer	<b>\$3</b> \$201.61
					Total For Fund Number: 0100		\$201.61
12477203	1183	CLUB Z TUTORING SERVICE	PV - 141849	0100-3010-0-1110-1000-5800000-000	IASA-Title I Basic Grants Low Income	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$201.61</b> \$3,575.00
					Total For Fund Number: 0100		\$3,575.00
12477204	1180	Don Lee Farms	PV - 141852	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food	<b>\$3,575.00</b> \$352.77
					Total For Fund Number: 1300		\$352.77
12477205	176	KINGS CO LOCKSMITH SERV	PV - 141848	0100-8150-0-0000-8110-5600000-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	<b>\$352.77</b> \$197.47
					Total For Fund Number: 0100		\$197.47
12477206	183	KIT CARSON REVOLVING	PV - 141843	1300-5310-0-0000-0000-863400-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food Services Sales	<b>\$197.47</b> \$50.75
					Total For Fund Number: 1300		\$50.75
12477207	1046	MULTI-TECH MOBILE SERVICE	PV - 141845	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$50</b> \$100.90
					Total For Fund Number: 0100		\$100.90
					Unrestricted Resources	Other Services and Operating Expenditures	\$463.86
					Unrestricted Resources	Other Services and Operating Expenditures	\$290.45
					Unrestricted Resources	Other Services and Operating Expenditures	\$157.32
					Total For Fund Number: 0100		\$911.63
12477208	268	PRODUCERS DAIRY FOODS I	PV - 141840	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food	<b>\$911.63</b> \$526.16
					Total For Fund Number: 1300		\$526.16
12477209	897	SCHOOL PATHWAYS LLC	PV - 141853	0900-0332-0-1110-1000-5800000-000	LCFF Supplemental/Concentration Grant	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$526.16</b> \$150.00
							\$150.00

# Commercial Payment Register For Payments Dated: 11/14/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
					Total For Fund Number: 0900		\$150.00
12477210	330	SO CALIF EDISON CO	PV - 141851	0100-0000-0-0000-8200-550020-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Electricity	<b>\$150.00</b>
							\$5,188.08
					Total For Fund Number: 0100		\$5,188.08
12477211	206	SYSCO FOOD SERVICES	PV - 141841	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food	<b>\$5,188.08</b>
							\$1,519.28
					Total For Fund Number: 1300		\$1,519.28
14009163	524	CLEAN SOURCE INC	PV - 141847	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$1,519.28</b>
							\$1,144.61
					Total For Fund Number: 0100		\$1,144.61
14009164	246	OFFICE DEPOT	PV - 141854	0100-1100-0-1110-1000-430000-010	State Lottery	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$1,144.61</b>
			PO - 150052	0100-1100-0-1110-1000-430000-056	State Lottery		\$59.13
			PV - 141855	0100-1100-0-1110-1000-430000-010	State Lottery		\$10.74
			PO - 150052	0100-1100-0-1110-1000-430000-056	State Lottery		\$12.88
			PO - 150052	0100-1100-0-1110-1000-430000-056	State Lottery		\$4.24
					State Lottery		\$67.44
					Total For Fund Number: 0100		\$154.43
					<b>Total Amount of Payment:</b>		<b>\$154.43</b>



**Commercial Payment Register**  
**For Payments Dated: 11/14/2014**

Page 1 of 1  
12/4/2014 11:13:00AM

**District: 18 Kit Carson Union School District**

<b>Fund</b>	<b>Total</b>
0100	\$11,514.98
0900	\$150.00
1300	\$2,499.11
	<u>\$14,164.09</u>

**Total # of Payments: 14**

<b>Total # of Payments: 14</b>	<b>Grand Total: \$ 14,164.09</b>
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# **Detail By Fund/Resource**

District	Fund	Resource	Amount
18 Kit Carson Union School District	0100	General Fund	
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
		0000	Unrestricted Resources
			<b>Total for Resource 0000</b>
	1100	State Lottery	
		1100	State Lottery
		1100	State Lottery
		1100	State Lottery
		1100	State Lottery
		1100	State Lottery
		1100	State Lottery
	3010		<b>Total for Resource 1100</b>
		IASA-Title I Basic Grants Low Income	
			<b>Total for Resource 3010</b>
	8150	Ongoing & Major Maint. Acct.	
			<b>Total for Resource 8150</b>
			<b>Total for Fund 0100</b>
	0900	Charter Schools Fund	
		0332	LCFF Supplemental/Concentration Gran
			<b>Total for Resource 0332</b>
	1300	Cafeteria Fund	
		5310	Child Nutrition - School Programs
		5310	Child Nutrition - School Programs

# Detail By Fund/Resource

District	Fund	Resource	Amount	
18 Kit Carson Union School District	1300	Cafeteria Fund		
		5310	Child Nutrition - School Programs	\$50.15
		5310	Child Nutrition - School Programs	\$1,519.28
		5310	Child Nutrition - School Programs	\$526.16
		Total for Resource 5310		\$2,499.11
		Total for Fund 1300		\$2,499.11
		Total for District 18		\$14,164.09

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$14,164.09

# 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	11	\$25,546.76
Credit Card Payments	0	

Grand Total for Payments Dated: 11/21/2014 \$25,546.76

☒ Authorized Officer/Employee  
Or  
☐ Board Members \*

*Trill B...*

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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

**Warrant Register For Warrants**  
**Dated 11/21/2014**

12/4/2014 11:21:22AM

Warrant Number	Vendor Number	Vendor Name	Amount
12477630	14	ARAMARK UNIFORM SERVICES	\$112.15
12477631	419	CECILIA BARTRAM	\$76.62
12477632	988	Central Valley Support Service	\$35.00
12477633	1097	DE LAGE LANDEN	\$213.60
12477634	474	KINGS CO OFFICE OF EDUCATION	\$300.00
12477635	1208	LAKESIDE UNION ELEM. SCHOOL, DI	\$20,690.60
12477636	268	PRODUCERS DAIRY FOODS INC	\$303.88
12477637	285	ROE OIL CO.	\$930.40
12477638	206	SYSCO FOOD SERVICES	\$2,541.58
12477639	1136	US BANK	\$241.88
12477640	378	VALLEY PUMP & DAIRY SYSTEMS	\$101.05

**Total Amount of All Warrants:****\$25,546.76**

# Commercial Payment Register

## For Payments Dated: 11/21/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12477630	14	ARAMARK UNIFORM SERVICE	PV - 141864	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$112.15
					Total For Fund Number: 0100		\$112.15
12477631	419	BARTRAM, CECILIA	PV - 141857	0100-1100-0-1110-1000-430000-056	State Lottery	Total Amount of Payment: Materials and Supplies	\$112.15
					Total For Fund Number: 0100		\$76.62
12477632	988	Central Valley Support Service	PV - 141863	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Total Amount of Payment: Other Services and Operating Expenditures	\$76.62
					Total For Fund Number: 0100		\$35.00
12477633	1097	DE LAGE LANDEN	PV - 141861	0100-1100-0-1110-1000-560005-000	State Lottery	Total Amount of Payment: Maintenance Agreement-Copies	\$35.00
					Total For Fund Number: 0100		\$213.60
12477634	474	KINGS CO OFFICE OF EDUCA	PV - 141859	0100-0000-0-0000-7300-520000-000	Unrestricted Resources	Total Amount of Payment: Travel and Conferences	\$213.60
					Total For Fund Number: 0100		\$300.00
12477635	1208	LAKESIDE UNION ELEM. SCH	PV - 141858	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Total Amount of Payment: Other Services and Operating Expenditures	\$300.00
					Total For Fund Number: 0100		\$20,690.60
12477636	268	PRODUCERS DAIRY FOODS I	PV - 141865	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$20,690.60
					Total For Fund Number: 1300		\$303.88
12477637	285	ROE OIL CO.	PV - 141862	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Total Amount of Payment: Matl & Suppl. -Gasoline/Diesel Fuel	\$303.88
					Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$873.95
					Total For Fund Number: 0100		\$56.45
12477638	206	SYSCO FOOD SERVICES	PV - 141866	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$930.40
					Child Nutrition - School Programs	Food	\$930.40
					Total For Fund Number: 1300		\$88.88
12477639	1136	US BANK	PV - 141860	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Total Amount of Payment: Maintenance Agreement-Copies	\$2,452.70
					Total For Fund Number: 0100		\$2,541.58
12477639	1136	US BANK	PV - 141860	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$2,541.58
					Total For Fund Number: 0100		\$120.94
					Unrestricted Resources	Maintenance Agreement-Copies	\$120.94

# Commercial Payment Register

## For Payments Dated: 11/21/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12477640	378	VALLEY PUMP & DAIRY SYS PV	- 141856	0100-8150-0-0000-8110-560000-000	Ongoing & Major Maint. Acct.	0900	\$120.94
						<b>Total Amount of Payment:</b>	<b>\$241.88</b>
					Rentals, Leases and Repairs		\$101.05
						<b>Total For Fund Number: 0100</b>	<b>\$101.05</b>
						<b>Total Amount of Payment:</b>	<b>\$101.05</b>



# **Commercial Payment Register** **For Payments Dated: 11/21/2014**

Page 1 of 1  
12/4/2014 11:21:09AM

**District: 18 Kit Carson Union Elementary School District**

<b>Fund</b>	<b>Total</b>
0100	\$22,580.36
0900	\$120.94
1300	\$2,845.46
	<u>\$25,546.76</u>

**Total # of Payments: 11**

**Total # of Payments: 11      Grand Total: \$ 25,546.76**

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000	Unrestricted Resources \$112.15
		0000	Unrestricted Resources \$35.00
		0000	Unrestricted Resources \$56.45
		0000	Unrestricted Resources \$873.95
		0000	Unrestricted Resources \$300.00
		0000	Unrestricted Resources \$20,690.60
		0000	Unrestricted Resources \$120.94
		<b>Total for Resource 0000</b>	<b>\$22,189.09</b>
		1100	State Lottery \$76.62
		1100	State Lottery \$213.60
		<b>Total for Resource 1100</b>	<b>\$290.22</b>
		8150	Ongoing & Major Maint. Acct. \$101.05
		<b>Total for Resource 8150</b>	<b>\$101.05</b>
		<b>Total for Fund 0100</b>	<b>\$22,580.36</b>
0900	Charter Schools Fund		
	0000	Unrestricted Resources	\$120.94
		<b>Total for Resource 0000</b>	<b>\$120.94</b>
		<b>Total for Fund 0900</b>	<b>\$120.94</b>
1300	Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$88.88
	5310	Child Nutrition - School Programs	\$2,452.70
	5310	Child Nutrition - School Programs	\$303.88
		<b>Total for Resource 5310</b>	<b>\$2,845.46</b>
		<b>Total for Fund 1300</b>	<b>\$2,845.46</b>
		<b>Total for District 18</b>	<b>\$25,546.76</b>

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$25,546.76

# School District Payment Order

District Name: Kit Carson Union Elementary School District

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

Warrants	7	\$14,087.07
Credit Card Payments	7	\$5,388.19
Grand Total for Payments Dated:	12/01/2014	\$19,475.26

☒ Authorized Officer/Employee Richard Boh  
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.

**Warrant Register For Warrants**  
**Dated 12/01/2014**

12/4/2014 11:21:39AM

Warrant Number	Vendor Number	Vendor Name	Amount
12478439	14	ARAMARK UNIFORM SERVICES	\$112.15
12478440	1097	DE LAGE LANDEN	\$998.30
12478441	1195	HEDGES PEST CONTROL	\$65.00
12478442	1220	KAGAN PROFESSIONAL DEVELOPMENT	\$3,503.20
12478443	474	KINGS CO OFFICE OF EDUCATION	\$49.00
12478444	268	PRODUCERS DAIRY FOODS INC	\$654.42
12478445	708	VAVRINEK TRINE DAY & CO. LLP	\$8,705.00
<b>Total Amount of All Warrants:</b>			<b>\$14,087.07</b>

**Credit Card Register For  
Payments Dated 12/01/2014**

12/4/2014 11:21:45AM

Document Number	Vendor Number	Vendor Name	Amount
14009333	972	ACTION EQUIPMENT	\$87.06
14009334	44	BUTLER CHEMICAL	\$154.46
14009335	1093	CALTRONICS BUSINESS SYSTEMS	\$1,191.28
14009336	1102	DELRAY TIRE	\$2,506.99
14009337	804	GBC NATIONAL SERVICE	\$510.00
14009338	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
14009339	246	OFFICE DEPOT	\$94.40
<b>Total Amount of All Credit Card Payments:</b>			<b>\$5,388.19</b>

# Commercial Payment Register For Payments Dated: 12/01/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12478439	14	ARAMARK UNIFORM SERVICE	PV - 141870	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$112.15
					Total For Fund Number: 0100		\$112.15
12478440	1097	DE LAGE LANDEN	PV - 141878	0100-1100-0-1110-1000-560005-000	State Lottery	Total Amount of Payment: Maintenance Agreement-Copies	\$112.15
					Total For Fund Number: 0100		\$998.30
12478441	1195	HEDGES PEST CONTROL	PV - 141880	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	Total Amount of Payment: Pest Control	\$998.30
					Total For Fund Number: 0100		\$998.30
12478442	1220	KAGAN PROFESSIONAL DEV	PO - 150050	0100-7405-0-1110-1000-580000-000	Common Core Standards Implementation	Total Amount of Payment: Other Services and Operating Expenditures	\$65.00
					Total For Fund Number: 0100		\$65.00
12478443	474	KINGS CO OFFICE OF EDUCA	PV - 141877	0100-0000-0-0000-7400-580060-000	Unrestricted Resources	Total Amount of Payment: Prof. Serv. & Oper. Exp. -Fingerprinting	\$3,503.20
					Total For Fund Number: 0100		\$3,503.20
12478444	268	PRODUCERS DAIRY FOODS I	PV - 141873	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$49.00
					Total For Fund Number: 1300		\$49.00
12478445	708	VAVRINEK TRINE DAY & CC	PV - 141872	0100-0000-0-0000-7190-580070-000	Unrestricted Resources	Total Amount of Payment: Prof Serv. & Oper. Exp. - Audit Exp	\$8,705.00
					Total For Fund Number: 0100		\$8,705.00
14009333	972	ACTION EQUIPMENT	PV - 141871	0100-8150-0-0000-8110-560000-000	Ongoing & Major Maint. Acct.	Total Amount of Payment: Rentals, Leases and Repairs	\$87.06
					Total For Fund Number: 0100		\$87.06
14009334	44	BUTLER CHEMICAL	PV - 141868	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$154.46
					Total For Fund Number: 1300		\$154.46
14009335	1093	CALTRONICS BUSINESS SYS	PV - 141876	0100-1100-0-1110-1000-560005-000	State Lottery	Total Amount of Payment: Maintenance Agreement-Copies	\$181.89
					Total For Fund Number: 0100		\$87.16
					Total For Fund Number: 0100		\$922.23
					Total For Fund Number: 0100		\$1,191.28
					Total Amount of Payment:		\$1,191.28

# Commercial Payment Register

## For Payments Dated: 12/01/2014

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14009336	1102	DELRAY TIRE	PO - 150056	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$1,281.76
			PO - 150056	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$1,159.23
			PO - 150056	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$66.00
					Total For Fund Number: 0100		\$2,506.99
					<b>Total Amount of Payment:</b>		<b>\$2,506.99</b>
14009337	804	GBC NATIONAL SERVICE	PO - 150055	0100-0000-0-1110-1000-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$510.00
					Total For Fund Number: 0100		\$510.00
					<b>Total Amount of Payment:</b>		<b>\$510.00</b>
14009338	1047	MOBILE MODULAR MANAGI	PV - 141879	2500-0000-0-0000-8700-5600000-124	Unrestricted Resources	Rentals, Leases and Repairs	\$844.00
					Total For Fund Number: 2500		\$844.00
					<b>Total Amount of Payment:</b>		<b>\$844.00</b>
14009339	246	OFFICE DEPOT	PV - 141875	0100-3010-0-1110-1000-4300000-000	IASA-Title I Basic Grants Low Income	Materials and Supplies	\$7.61
			PV - 141874	0100-0000-0-0000-2700-4300000-000	Unrestricted Resources	Materials and Supplies	\$23.03
			PV - 141875	0100-0000-0-0000-7150-4300000-000	Unrestricted Resources	Materials and Supplies	\$22.61
			PO - 150052	0100-1100-0-1110-1000-4300000-056	State Lottery	Materials and Supplies	\$10.04
			PV - 141874	0100-1100-0-1110-1000-4300000-001	State Lottery	Materials and Supplies	\$31.11
					Total For Fund Number: 0100		\$94.40
					<b>Total Amount of Payment:</b>		<b>\$94.40</b>



**Commercial Payment Register**  
**For Payments Dated: 12/01/2014**

Page 1 of 1  
12/4/2014 11:21:28AM

**District: 18 Kit Carson Union Elementary School District**

<b>Fund</b>	<b>Total</b>
0100	\$17,822.38
1300	\$808.88
2500	\$844.00
	<u>\$19,475.26</u>

**Total # of Payments: 14**

**Total # of Payments: 14**

**Grand Total: \$ 19,475.26**

# **Detail By Fund/Resource**

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$8,705.00
		Unrestricted Resources	\$112.15
		Unrestricted Resources	\$65.00
		Unrestricted Resources	\$22.61
		Unrestricted Resources	\$23.03
		Unrestricted Resources	\$66.00
		Unrestricted Resources	\$510.00
		Unrestricted Resources	\$1,159.23
		Unrestricted Resources	\$1,281.76
		Unrestricted Resources	\$49.00
		<b>Total for Resource 0000</b>	<b>\$11,993.78</b>
		State Lottery	\$998.30
		State Lottery	\$10.04
		State Lottery	\$31.11
		State Lottery	\$87.16
		State Lottery	\$181.89
		State Lottery	\$922.23
		<b>Total for Resource 1100</b>	<b>\$2,230.73</b>
	3010	IASA-Title I Basic Grants Low Income	\$7.61
		<b>Total for Resource 3010</b>	<b>\$7.61</b>
	7405	Common Core Standards Implementation	\$3,503.20
		<b>Total for Resource 7405</b>	<b>\$3,503.20</b>
	8150	Ongoing & Major Maint. Acct.	\$87.06
		<b>Total for Resource 8150</b>	<b>\$87.06</b>
	1300 Cafeteria Fund	<b>Total for Fund 0100</b>	<b>\$17,822.38</b>
		Child Nutrition - School Programs	\$154.46

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
1300 Cafeteria Fund			
	5310	Child Nutrition - School Programs	\$654.42
		Total for Resource 5310	\$808.88
		Total for Fund 1300	\$808.88
2500 CapitalFacilities Fund			
	0000	Unrestricted Resources	\$844.00
		Total for Resource 0000	\$844.00
		Total for Fund 2500	\$844.00
		Total for District 18	\$19,475.26

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$19,475.26

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Board of Trustees  
**FROM:** Todd Barlow, Superintendent/Principal  
**DATE:** November 20, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Annual Organizational Meeting pursuant to Education Code section 35143

**Purpose:**  
California Education Code section 35143 mandates each school district to hold an Annual Organizational Meeting, pursuant to Board Bylaws, Policy and Practice. The Board shall elect a president and Clerk of the Board. The Board shall also designate the day, time and place of the Regular Board Meetings. Presently the Board meetings are presently held on the second and fourth Wednesday of the month at 6:30 pm. The Board action is:

- Elect a Board President
- Elect a Board Clerk
- Determine day(s) of the month for the Regular board Meeting(s)
- Time of the Regular Board Meetings
- Place of the Regular Board Meetings

The Board may also elect or appoint representatives to committees or organizations such as the Kings County Boards Association (KCSBA) (1 member)

**Fiscal Impact:**  
N/A

**Recommendation:**  
Approval

### Fiscal Areas Needing Authority to Sign

Examples of fiscal areas in which authority to sign must be on file at the County Office include:

- A. Authorization to Sign Reports, Budgets, and All Documents Requiring Signature of Secretary or Clerk.
- B. Authorization to Sign Payroll Orders.
- C. Authorization to Sign Warrant Orders.
- D. Authorization to Sign Employment Contracts.
- E. Appointment of Representatives to Acquire Surplus Property.
- F. Authorization to Sign Purchase Orders.
- G. Authorization to Sign Cafeteria Reports.
- H. Authorization to Sign Checks for Cafeteria Account.
- I. Authorization to Sign Collection Reports to the County.
- J. Authorization to Sign Board Approved Budget Transfers.
- K. Authorization to Sign Checks on the Clearing Account.
- L. Authorization to Sign Contracts After Board Approval.
- M. Authorization to Sign Warrants.

**Districts must notify the County Office Business Department in writing and submit Board approved signature authorization amendments as staff and/or organizational changes occur in mid-year.**

# Designated Board Positions and Board Meeting Schedule

Following are the elected/appointed School Board positions for 2015:

President \_\_\_\_\_

Clerk \_\_\_\_\_

Secretary \_\_\_\_\_

Dates and times of monthly board meetings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Board of Trustees

**FROM:** Todd Barlow, Superintendent

**DATE:** November 20, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Kit Carson Union School District; Certification of Signatures

**Purpose:**  
Annual verification of signatures of the members of the governing board of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education code Sections 42632; 42633; 44843.

**Fiscal Impact:**  
N/A

**Recommendation:**  
Approval



# Kit Carson Union School District CERTIFICATION OF SIGNATURES

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education code Sections below.\* If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: \_\_\_\_\_ to \_\_\_\_\_ in accordance with governing board approval dated \_\_\_\_\_, 20\_\_.

NOTE: Please TYPE names under signatures.

## Column 1

### Signatures of Members of Governing Board

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
President of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Clerk of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Member of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Member of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Member of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Member of the Board of Trustees

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Member of the Board of Trustees

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

K-12 Districts 42632; 42633; 44843

Signed: \_\_\_\_\_  
Clerk (Secretary) of the Board

## Column 2

Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts.

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Type: \_\_\_\_\_  
Title: \_\_\_\_\_

Number of Signatures Required:

On Orders of Payment: \_\_\_\_\_  
On Notices of Employment: \_\_\_\_\_  
On Contracts: \_\_\_\_\_

## **AGENDA REQUEST FORM**

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

**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** November 20, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Inter-District Transfer Request for 2014-2015 school years as presented.

**Purpose:**  
To approve the following request as presented.

	<u><b>Request to Attend Kit Carson School</b></u>		
<b>Code</b>	<b>Last Name</b>	<b>First Name</b>	<b>Recommendation</b>
1415-3-104			Consideration for approval
1415-3-105			Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

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

**DATE:** December 3, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Consider approving the purchase of a software program to be utilized for the cafeteria meal program

**Purpose:**  
This program will generate state mandated reports, track free and reduce percentages; allow electronic payments for student's meal and library accounts.

**Fiscal Impact:**  
\$8,943.25

**Recommendation:**  
Consideration for approval



Heartland School Solutions  
 1620 W. Fountainhead Pkwy, Suite 501  
 Tempe, AZ 85282  
 Phone: (800) 724-9853  
 Fax: (585) 785-2324  
 Email: olindo.marsegliajr@e-hps.com

Account: Kit Carson Union School District  
 HSS ID: 5480227-112698  
 Date: 12/04/2014  
 Contact: Jessica Wright  
 Sales Rep: Olindo Marseglia Jr.

**This quote is valid for 30 days from the date of the quote. It is provided for informational and/or budgetary purposes only.**

Product Code	Software Products	Quantity	Price	Total
HSS0040	SFW: NK Cafeteria License	1.00	1,465.00	1,465.00
HSS0045	SFW: NK Free and Reduced	1.00	2,095.00	2,095.00
HSS0046	SFW: NK POS Manager Enterprise	1.00	1,938.00	1,938.00
HSS0051	SFW: NK Station License	1.00	310.00	310.00
HSS0666	SFW: Discount-Value Discount	1.00	-291.00	-291.00

Software Total \$5,517.00

Product Code	Hardware Products	Quantity	Price	Total
HSS0200	HDW: NK Pin Pad IDR2 w/optical scanner	1.00	295.00	295.00

Hardware Total \$295.00

Product Code	Professional Services	Quantity	Price	Total
HSS0588	PSV: POS On Site Go Live	1.00	1,249.00	1,249.00
HSS0589	PSV: POS On Site Training	1.00	1,249.00	1,249.00

Professional Services Total \$2,498.00

**Total: \$8,310.00**

**Estimated Shipping: \$10.00**

**Estimated Tax: \$623.25**

**Grand Total: \$8,943.25**

The following Software Support and Extended Warranty costs are provided for Year 2 budget. The costs **are not** included in the grand total.

First Year Software Support is included at no charge. Annual Maintenance includes all software enhancements and technical phone support. POS touch screen terminals come with a 3 year, next business day, advanced replacement warranty.

Product Code	Support Products	Quantity	Price	Total
HSS0376	SUP: NK POS Manager Annual	1.00	279.00	279.00
HSS0378	SUP: NK Cafeteria License Annual	1.00	310.00	310.00
HSS0377	SUP: NK Free and Reduced Annual	1.00	279.00	279.00

Support Total \$868.00

Support and Warranty Total:

**\$868.00**

#### GENERAL NOTES

1. Upon agreement to proceed, the client must provide Heartland School Solutions with a signed Proposal and/or an original purchase order.
2. Sales tax will be included on your invoice unless a tax exemption certificate is on file for your district. Please make sure we have a current W9 on file, otherwise order processing will be delayed.
3. When applicable, shipping charges will be included on your invoice.
4. Heartland School Solutions product pricing is subject to change with notice.

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Governing Board of Trustees

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

**DATE:** December 4, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Donation from RollGiving on behalf of Paramount Farms Int.

**Purpose:**  
To accept a donation in the amount of \$500.

**Fiscal Impact:**  
None

**Recommendation:**  
Approval

**ROLLGIVING**  
11444 W. OLYMPIC BLVD.  
LOS ANGELES, CA 90064  
(310) 966-8757

WELLS GO BANK, NA  
11-24/1210

37074

11/12/2014

PAY TO THE ORDER OF **KIT CARSON ELEMENTARY**

\$ 500.00

Five Hundred and xx/100 Dollars

DOLLARS

VOID AFTER 180 DAYS

KIT CARSON ELEMENTARY  
9895 SEVENTH AVE.  
HANFORD, CA 93230 8802

*[Signature]*  
*[Signature]*

MEMO

(Alejandro Acosta)

⑈037074⑈ ⑈121000248⑈ 4000039206⑈

ROLLGIVING

37074

November 12, 2014

On behalf of Paramount Farms Int and RollGiving, we are pleased to make the enclosed donation to KIT CARSON ELEMENTARY.

RollGiving is the employee giving program of the Roll Global family of companies. Our Grants Program uses company funds to support charities chosen by our employees. This donation of \$500.00 is being made to your organization at the request of Alejandro Acosta.

**Note that no goods or services may be provided to our employees or companies in exchange for this donation - this includes tuition, program registration, event tickets or gifts.\***

If you have questions about this donation, contact RollGiving at 310-966-8757 or info@rollgiving.com. Thank you for the important work you do. We know that you will put this donation to good use.

**Please do not add our company or employees to your mailing list.**

RollGiving

  
**PARAMOUNT**  
COMMUNITY GIVING



Wonderful



PARAMOUNT



PARAMOUNT



PARAMOUNT



FIJI WATER

teleflora

Suterra

Landmark



ROLLGIVING

Please complete and return this bottom tear-off portion of the check to RollGiving.

37074

### DONATION ACKNOWLEDGEMENT FORM

For tax purposes and in order to be considered for continued donations, complete and return this tear-off.

This is the only acknowledgement we require for this donation, however if you choose to send your own letter please include all the information requested below.

Return to:  
RollGiving  
11444 W Olympic Blvd, 5th Floor  
Los Angeles, CA 90064  
Req ID: 17128509

Grant donation amount: \$500.00

Please check the correct box below:

☐ \*No goods or services were provided in exchange for this donation.

☐ Goods or services were provided, valued at: \$ \_\_\_\_\_

KIT CARSON ELEMENTARY

Organization Name

Name/Title

061989002386

Signature

Date

Tax ID # or NCES ID #

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Todd Barlow, Superintendent/Principal

DATE: December 4, 2014

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

For: ( ) Information  
( x ) Action

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

December 10, 2014

**Item:**

Fingerprinting and Certification of Certificated Substitutes, Classified Substitutes and New District Employees Agreement

**Purpose:**

Consider approving the agreement with KCOE to furnish District with Fingerprinting and Certification services.

**Fiscal Impact:**

The Level II Service based on \$42.19 per FTE teacher

**Recommendation:**

Consideration for approval



FINGERPRINTING AND CERTIFICATION OF CERTIFICATED SUBSTITUTES,  
CLASSIFIED SUBSTITUTES, AND NEW DISTRICT EMPLOYEES  
AGREEMENT

THIS AGREEMENT made between the Kings County Office of Education, hereinafter called "SUPERINTENDENT", and the **Kit Carson Union School District**, hereinafter called "DISTRICT", provides FINGERPRINTING AND CERTIFICATION services to the District for the 2014-2015 school year.


The Superintendent agrees to furnish to the District Fingerprinting and Certification services by staff of the Superintendent as specified on the Attachments.

FOR AND IN CONSIDERATION of the Fingerprinting and Certification services provided to the District by the Superintendent, the District agrees to pay to the Superintendent an amount determined to be **\$27.04** per FTE Teacher for Level I (Certificated Substitute Employees) services or **\$42.19** per FTE Teacher for Level II (additional New District Employees and Classified Substitute Employees) services, based on the 2013-14 FTE from Data Quest (or equivalent information). Please check choice of service:

\_\_\_\_\_ **Level I Service**  
Certificated Substitute Employees  
Classified Substitute Employees  
 @ \$27.04/FTE

\_\_\_\_\_ **Level II Service**  
Certificated Substitute Employees  
New District Employees  
Classified Substitute Employees  
Volunteers  
 @ additional \$15.15/FTE for a Total of **\$42.19/FTE**

IN WITNESS WHEREOF the Superintendent of the District and the Superintendent of Schools of Kings County have affixed their signatures on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

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

Kings County Office of Education  
Fingerprinting Service 2014/15

11/18/14

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Level I cost per FTE Teacher = 27.04	Level II Additional Cost per FTE = 15.15	Level II Total Cost = 42.19
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District	2013-14 FTE Data Req	Level I Service Cost	Cost of Addtnl Svcs.	Level 2 Service Cost	Billed Service Cost
Armona	61.60	1,665.66	933.24	2,598.90	2,598.90
Central	98.00	2,649.92	1,484.70	4,134.62	4,134.62
Corcoran	159.00	4,299.36	2,408.85	6,708.21	6,708.21
		-	-	-	-
Hfd Elem	272.70	7,373.81	4,131.41	11,505.21	7,373.81
Hfd High	154.00	4,164.16	2,333.10	6,497.26	6,497.26
Island	15.00	405.60	227.25	632.85	632.85
Kings River	34.00	919.36	515.10	1,434.46	1,434.46
Kit Carson	16.00	432.64	242.40	675.04	675.04
Lakeside	16.40	443.46	248.46	691.92	691.92
Lem Elem	132.00	3,569.28	1,999.80	5,569.08	3,569.28
Lem High	113.00	3,055.52	1,711.95	4,767.47	4,767.47
Pioneer	66.00	1,784.64	999.90	2,784.54	2,784.54
Reef-Sunset	123.00	3,325.92	1,863.45	5,189.37	5,189.37
<b>Totals:</b>	<b>1,260.70</b>	<b>34,089.33</b>	<b>19,099.61</b>	<b>53,188.93</b>	<b>47,057.73</b>

**Fingerprinting Budget 2014-15**

<u>District:</u>	<u>Service Level</u>	<u>*FTE Teacher</u>	<u>Cost per FTE</u>	<u>Total</u>
Armona Elementary	2	61.6	\$42.19	\$2,598.90
Central Union Elementary	2	98.0	\$42.19	\$4,134.62
Corcoran Unified	2	159.0	\$42.19	\$6,708.21
Hanford Elementary	1	272.7	\$27.04	\$7,373.27
Hanford Joint Union High	2	154.0	\$42.19	\$6,498.53
Island Elementary	2	15.0	\$42.19	\$632.85
KCOE	2	40.8	\$42.19	\$1,721.35
Kings River-Hardwick Elementary	2	34.0	\$42.19	\$1,434.46
Kit Carson Elementary	2	16.0	\$42.19	\$675.04
Lakeside Elementary	2	16.4	\$42.19	\$691.92
Lemoore Elementary	1	132.0	\$27.04	\$3,569.28
Lemoore High	2	113.0	\$42.19	\$4,767.47
Pioneer Elementary	2	66.0	\$42.19	\$2,784.54
Reef-Sunset Unified	2	123.0	\$42.19	\$5,189.37
<b>Total</b>		<b>1301.5</b>		<b>\$ 48,779.80</b>

**Operating Expenses: \$87,470.00**  
**County Office Support: \$38,690.20**

*\*Note: FTE from Districts*

<u>Service Level</u>	<u>02-03 Cost</u>	<u>05-06 Cost</u>	<u>14-15 Cost</u>
0 Not Participating	\$0.00	\$0.00	\$0.00
1 Certificated and Classified Subs	\$26.54	\$27.04	\$27.04
2 Employees and Volunteers	\$41.94	\$42.19	\$42.19

**2014-15 Estimated Expenses**

130000 Administrative (0.15 FTE)	\$6,355.00	
Total: 1000		\$6,355.00
240000 Other Classified (.75 FTE)	\$49,353.00	
Total: 2000		\$49,353.00
310100 STRS	\$524.00	
320200 PERS	\$5,810.00	
330100 SS/Medicare/Alt, certificated	\$92.00	
330200 SS/Medicare/Alt, classified	\$716.00	
340100 Health and Welfare, certificated	\$501.00	
340200 Health and Welfare, classified	\$9,021.00	
350100 State Unemployment Ins, cert	\$3.00	
350200 State Unemployment Ins, class	\$24.00	
360100 Workers' Comp, cert	\$181.00	
360200 Workers' Comp, class	\$1,407.00	
370100 Retiree Benefits, certificated	\$62.00	
370200 Retiree Benefits, classified	\$485.00	
Total: 3000		\$18,826.00
430000 Materials and Supplies	\$200.00	
440000 Equipment - Not Depreciated	\$600.00	
Total: 4000		\$800.00
520000 Travel and Conferences	\$100.00	
520015 Cell Phone Reimbursement	\$75.00	
530000 Dues and Memberships	\$55.00	
560000 Rentals, Leases and Repairs	\$1,700.00	
571000 Direct Costs for Interprogram Service	\$1,500.00	
571030 Direct Cost for TF of Serv-Equip Rep	\$975.00	
580010 Prof Serv & Oper. Exp. - Legal	\$10.00	
580040 Prof Serv & Oper Exp - Advertising	\$10.00	
580060 Prof Serv & Oper Exp - Fingerprinting	\$10.00	
590030 Communications - Postage	\$10.00	
Total: 5000		\$4,445.00
Totals 1000-6000		<u>\$79,779.00</u>
700000 Indirect Rate (max 9.64%)		
Total: 7000		\$7,691.00
<b>Total: 1000-7000</b>		<b><u>\$87,470.00</u></b>

In-Kind Cert Admin Costs: \$38,690.20
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KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

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

**DATE:** November 20, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
First Interim Report

**Purpose:**  
Consider approval of the First Interim Report

**Fiscal Impact:**  
None

**Recommendation:**  
Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT

**AGENDA REQUEST FORM**

**TO:** Kit Carson Governing Board

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

**DATE:** December 4, 2014

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

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

**Date you wish to have your item considered:**  
December 10, 2014

**Item:**  
Resolution 1415-03; the matter of adopting 2014-2015 Budget Revisions

**Purpose:**  
Consider approving Resolution 1415-03

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

**Recommendation:**  
Approval as presented

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

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #1415-03**

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

The Board of Trustees adopted this resolution on December 10, 2014 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Clerk of the Governing Board  
Kit Carson Union School District