

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

February 10, 2016; 6:30 PM

Kit Carson School, Room 31, 9895 7th Avenue, Hanford, CA

**1. Call to order open session**

- a. Call to order
- b. Members present
- c. Pledge of Allegiance

**2. Public comments & public hearings**

*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.*

*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 website at [www.kitcarsonschool.com](http://www.kitcarsonschool.com).*

**3. Presentations, reports and communications**

- a. Staff reports
- b. Board member reports
- c. Superintendent report/review calendar of events

**4. Information items**

- a. Kings Valley Charter/Learn 4 Life/Choices in Learning Foundation Pg 1
- b. Review Student Input for School Improvement (LCAP) Pg 2-3
- c. Review Quarterly Report on Williams Uniform Complaints Pg 4-5
- d. Camp Ocean Pines/Rancho El Chorro Pg 6-8
- e. Review recommendations from Site Council regarding Facilities Projects Pg 9-10
- f. 2014-2015 Audit report (VTD) Pg 11

**5. Consent Agenda**

*The consent agenda consists of routine financial, legal and administrative matters that require board action. The consent agenda is voted on in a single vote. At the request of any one board member, items may be pulled from the consent agenda to be discussed and voted on separately.*

- a. Consider approving the minutes of January 13, 2016 Board meeting Pg 12-15
- b. Review and approve the Bills and Warrants Pg 16-59
- c. Consider approving the Inter District Requests for the 2015-2016 school year Pg 60
- d. Consider approval of the renewal Contract for Auditing Services between Vavrinek, Trine, Day & Co., LLP & Kit Carson Union Elementary School Pg 61-72

**6. Action items**

- a. Consider approval of the updated the School Safety Plan Pg 73-103
- b. Consider approval of the Educator Effectiveness Funds Plan Pg 104-109
- c. Consider approval of the 2016-2017 School Calendar Pg 110-111
- d. Consider approving the Request for Allowance of Attendance (J-13A) Pg 112-121

**7. Adjourn meeting to closed session: to discuss Employee Evaluations**



*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.

## 8. Return to Open Session for Future Planning and Adjournment

- a. Next Regular Board meeting: March 16, 2016
- b. Future board agenda item(s)
- c. Adjourn meeting

### February 01 - March 5, 2016

	1 2:05 PL DAY ROOM 31	2 BASKETBALL GAME KC @LAKESIDE AT LONGFIELD A's ONLY 3:15	3	4	5 BASKETBALL GAME KC @ HC AT HANFORD CHRISTIAN A'S GIRLS, B BOYS 2:30 B's GIRLS 3:30	6
7	8 NO SCHOOL LINCOLN'S BIRTHDAY 	9 PTC MEETING 6:30	10	11 INSTRUCTIONAL ROUNDS	12 CLASS PARTIES 2:00 PM	13
14	15 NO SCHOOL PRESIDENTS' DAY 	16 BASKETBALL GAME SRM @ KC AT HANFORD CHRISTIAN A'S ONLY 3:30	17 BOARD MEETING 6:30	18	19	20
21	22 CABINET MEETING 9:15 FACULTY MEETING/ COLLABORATION 2:05 PM RM 31	23 COUNTY SPELLING BEE (1ST-2ND) 12PM TO 4PM "K" ROUND-UP  BASKETBALL GAME KRH @ KC AT HANFORD CHRISTIAN A'S 3:30, B's 4:30	24 COUNTY SPELLING BEE (3RD-4TH) 12PM TO 4PM "K" ROUND-UP	25 COUNTY SPELLING BEE (5TH-6TH) BASKETBALL GAME LAKESIDE @ KC AT HANFORD CHRISTIAN A'S 3:30 CITIZENSHIP LUNCH 11:30 K-3 12:00 4-8	26 COUNTY SPELLING BEE (7TH-8TH)	27
28	29	1 FARM DAY (3RD)	2 6TH OUTDOOR ED	3 6THN OUTDOOR ED  GRIZZLIES 1:50 K-4TH 2:15 5TH-8TH	4 6TH OUTDOOR ED  KOPI HERE?  END OF SECOND TRIMESTER	5 BASKETBALL TOURNAMENT

From: Todd Barlow

Purpose: Discuss the possibility of accepting a donation from Choices in Learning for the Eureka School Bell monument

Superintendent's Recommendation: No recommendation; the item is for information and discussion only

Agenda Item:

4b

Review Student Input for School Improvement (LCAP)

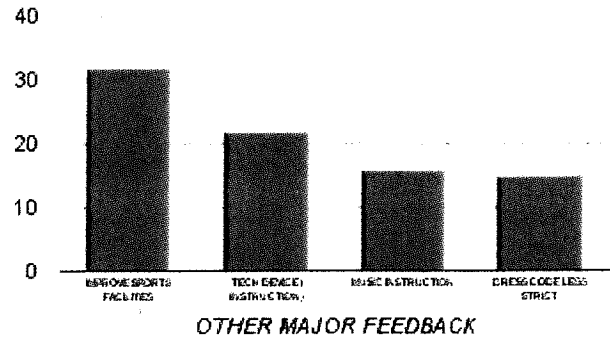
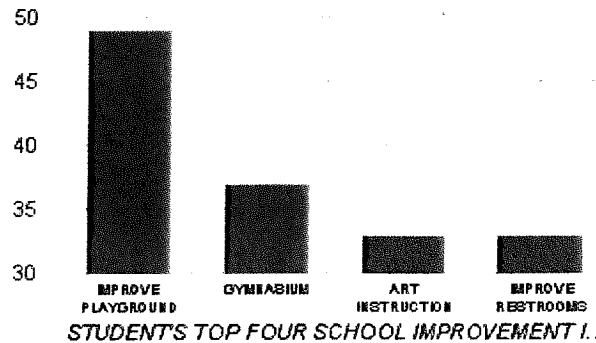
From: Todd Barlow

Purpose: To review data/student opinions on school improvement

Superintendent's Recommendation: No recommendation; the item is for information and discussion only

# STUDENT INPUT FOR SCHOOL IMPROVEMENT

CODE	#
IMPROVE PLAYGROUND	49
GYMNASIUM	37
ART INSTRUCTION	33
IMPROVE RESTROOMS	33
IMPROVE SPORTS FACILITIES	32
TECH DEVICE (INSTRUCTION)	22
MUSIC INSTRUCTION	16
DRESS CODE LESS STRICT	15
LOCKERS	15
EXPANDED ATHLETICS PROGRAM	13
IMPROVE LIBRARY	13
IMPROVE DRINKING FOUNTAINS	13
COOKING INSTRUCTION	12
MORE RECESS	11
SCIENCE LABS	11
FOOD (BETTER FOOD)	11
LESS HOMEWORK	11
TECHNOLOGY CLASS	10
FOREIGN LANGUAGE INSTRUCTIO	9
VENDING MACHINES	8
FOOD (BIGGER SERVINGS)	7
MORE ICE CREAM DAYS	7
FREE SEATING AT LUNCH	6
CLUBS	5
TUTORING	5
SNACK BAR	5
INVITING CLASSROOMS	4
MORE FREE TIME	4
NEW SPORTS UNIFORMS	4
LISTEN TO MUSIC IN CLASS	4
MORE FIELD TRIPS	4
BIGGER SCHOOL	3
MORE ASSEMBLIES	3
NAP TIME	3
COUNSELING	2
CTE INSTRUCTION	2
DANCE INSTRUCTION	2
DRAMA INSTRUCTION	2
BEHAVIOR REWARDS	2
NO 2.0 REQUIREMENTS	2
STUDY HALL	2



Agenda Item:

4c

Review Quarterly Report on Williams Uniform Complaints

From: Todd Barlow

Purpose: To review the Quarterly Report on Williams Uniform Complaints

Superintendent's Recommendation: No recommendation; the item is for information and discussion only

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: Kit Carson Union School District

Person completing this form: Margaret DeSantos

Title: Administrative Secretary

Quarterly Report Submission Month/Quarter:  
 (check one)

☐  
☒  
☐  
☐

October 1st Quarter  
 January 2<sup>nd</sup> Quarter  
 April 3<sup>rd</sup> Quarter  
 July 4<sup>th</sup> Quarter

Quarterly Report Submission Year: 2015-2016

Date for information to be reported publicly at governing board meeting: February 10, 2016

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-	-0-	-0-
Teacher Vacancy or Misassignment	-0-	-0-	-0-
Facilities Conditions	-0-	-0-	-0-
CAHSEE Intensive Instruction and Services	-0-	-0-	-0-
TOTALS	-0-	-0-	-0-

\_\_\_\_\_  
 Todd Barlow, Superintendent

February 10, 2016  
 Date

Please submit to:

Russell Watley, Sr.  
 Kings County Office of Education  
 Williams Compliance Technician  
 (559)589-7082  
 rwatley@kingscoe.org

From: Todd Barlow

Purpose: To review information and options for an Outdoor Education program

Superintendent's Recommendation: No recommendation; the item is for information and discussion only



# Rancho El Chorro Outdoor School

## Where Kids & Nature Meet

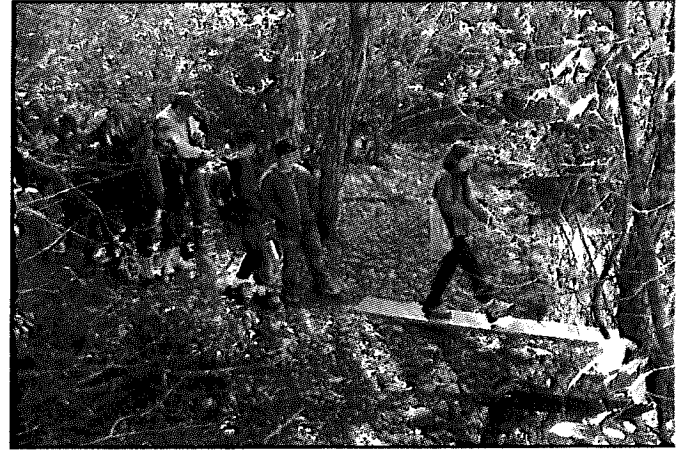
### ATTENTION

4<sup>th</sup> thru 7<sup>th</sup> grade Teachers!

Make your Outdoor School Reservation for  
2016-2017 today!

At Rancho El Chorro Outdoor School,  
students connect with nature, learn new  
science concepts, and create lasting  
memories. Our Residential Program:

- Provides hands-on experiences in nature and brings science textbook learning to life
- Supports Next Generation Science Standards, Common Core State Standards, and STEM
- Promotes respect, responsibility, teamwork, and cooperation
- Is taught by a highly trained staff
- Is certified by the California Outdoor School Association



**RESERVE TODAY:** Please return your 2016-17 reservation form via fax or mail along with a \$1,000 deposit. Reserve early to get your preferred dates.

**WE OFFER VALUE:** A high quality program at an affordable price.

### 2016/17 Rates

#### San Luis Obispo County schools:

5 day program \$225/person

4 day program \$205/person

3 day program \$165/person

Teachers pay  $\frac{1}{2}$  price.

#### Schools in all other counties:

5 day program \$245/person

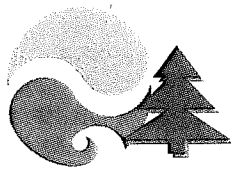
4 day program \$225/person

3 day program \$185/person

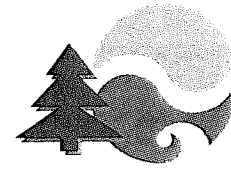
Teachers pay  $\frac{1}{2}$  price.

For additional information, please visit our website at [www.ranchoelchorro.org](http://www.ranchoelchorro.org)  
or call us at 805-782-7336. We look forward to serving you.





# Camp Ocean Pines



Our camp in CAMBRIA, CALIFORNIA was established in 1946 to serve the community as a non-profit camp and a conference center. Located halfway between Los Angeles and San Francisco on the Central Coast, our closest airport is San Luis Obispo (SBP). Camp Ocean Pines sits on thirteen acres of Monterey Pine forest that overlooks the ocean shore.

## Daytime Lessons (3 hrs each)

Tide Pool Exploration

Marine Lab

Marine Mammal Adaptations

Fiscalini Ranch Nature Hike

Forest Animal Adaptations

The Life of Water

Team Building

Team Building/Target Sports (combo block)

## Evening Activities (1-2 hrs each depending on scheduling)

Squid Dissection

Owl Pellet Dissection

Night Adaptations

Crepuscular Avengers

Campfire

## **2015-2016 Rates:**

*\$330/person – 5 days, 4 nights, 11 meals  
\$255/person – 4 days, 3 nights, 8 meals  
\$180/person – 3 days, 2 nights, 5 meals*

*Teachers are free at a ratio of one teacher per 30 students.*

*Chaperones are half price at a ratio of 1 chaperone: 9 students.*

*Additional adults are full price.*

*Extra meals are available at \$5/person.*

From: Todd Barlow

Purpose: To review recommendations from the School Site Council on upcoming facilities projects

Superintendent's Recommendation: No recommendation; the item is for information and discussion only

**Kit Carson Union Elementary School District**  
**Facility Projects**

*Updated January 2016*

<b>Project</b>	<b>Details</b>	<b>Estimates</b>	<b>Funding Sources</b>
Fire Alarm management board replacement	Replace existing, unrepairable Fire Alarm system controls with upgraded, modern system using	<b>\$9,600 (Digitech)</b> <i>Completed October 2015 (as an emergency) by direction of the Board</i>	Deferred Maintenance
Fence/gate upgrade (external)  ADA compliance	8' Wrought Iron fences & gates to replace 4' & 6' chain link fence in front of school (c. 300')	<b>\$80,000 (Fresno Fence)</b> <b>\$68,000 (Champi)</b> <b>\$50,000 (Spence Fence)</b> <i>Completed January 2016 through CUPCCAA bidding process</i>	LCAP funds Reserve
Fence/gate installation (internal)			
Intercom/bell tone upgrade	Replace existing bells with a campus-wide intercom/bell tone system better suited for emergencies	Incoming Digitech	Deferred Maintenance Reserve
Clock upgrade	Replace existing clock system with wireless clock system	<b>\$11,000 (Digitech)</b>	Deferred Maintenance Reserve
Security camera install	Install camera system for active security monitoring and review of incidents/events	<b>\$46,000 (Champi)</b>	Reserve
Office setup	Re-configure, install, or build a more secure office setup, complete with early warning system tied to intercom/bell tone system	None	Reserve
Install visitor management & monitoring system	Install system	None	LCAP funds

From: Todd Barlow

Purpose: To review the report of the audit performed by VTD

Superintendent's Recommendation: No recommendation; the item is for information and discussion only

Agenda Item:

5a

Consider approving the minutes of January 13, 2016

From: Todd Barlow

Purpose: To approve the board minutes of the January 13, 2016 Regular Board Meeting

Superintendent's Recommendation: Consideration for approval

**KIT CARSON UNION SCHOOL DISTRICT**  
*Board Meeting Minutes of January 13, 2016*

6:30 pm

**1. OPEN SESSION**

- a) Call to Order: Andy Atsma, President called the meeting to order at 6:30 pm
- b) Members present: Andy Atsma, Sheree Deniz, Alejandro Acosta and Joe Oliveira.  
Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Robin Jones, Robert Inabnit and Mr. Archer
- c) Robert Inabnit led the pledge to the flag.

**2. Public comments and public hearings**

- a. Public comment  
No public comment
- b. Local Control Accountability Plan (LCAP)  
Mr. Barlow reported that the each classroom is participating in a writing assignment and each student is writing how they might improve the school. This input will be used in the LCAP.

**3. Presentation, reports and communications**

- a) Staff Report:
  - i. Margaret DeSantos informed the Governing Board that she did not have an accurate enrollment count due to problems with the school district's server. She did however state that two new students have been added to the enrollment count for Kit Carson School.
  - ii. Robin Jones stated that Basketball practice has already began and that the teachers are preparing for testing.
  - iii. Robert Inabnit reported that he and his crew trimmed the trees around the school.
- b) **Board member reports:**
  - Trustee Oliveira reported that Hanford High Basketball team beat Hanford West Basketball team
  - Trustee Acosta - no report
  - Trustee Deniz - no report
  - Trustee Atsma - no report

c) Superintendent's Report/Review Calendar

Mr. Barlow reported that at this time we have not received letters of interest for the vacancy for Board of Trustee for Area 4, however there is an individual who is interested.

Mr. Barlow expressed his gratitude to Mrs. Unruh. Mrs. Unruh reported to Mr. Barlow, during her vacation, that the school server was down and has been in contact with Kings County Office of Education to resolve that matter.

Mr. Barlow reported that the new fence installation will begin on January 14th.

Mr. Barlow also stated that he is waiting for Hanford High School to post their 2016-2017 school calendar, so that we can align our school calendar to theirs.

Mr. Barlow stated that he spoke with Shellie Escobedo from Kings Valley Academy Charter School and that her organization would like to donate the funds to complete the Monument Bell Project. Representatives will be present at the February Board Meeting.

Mr. Barlow spoke of the staffing plan for the 2016-2017 school year, he stated that enrollment projections are low, however he does not plan on eliminating any teaching positions.

Mr. Barlow congratulated Mr. Oliveira on the Hanford High Basketball High School team winning against Hanford West High School.

#### 4. Information items

a) KCUESD's Educators Effectiveness Funds Plan

Robin Jones reported that the teachers had training on Common Core Math, they will also be trained on Step Up to Writing, Instructional Rounds and Google training.

b) Update on facilities projects:

Mr. Barlow reported that eleven HVACs were replaced along with new controls, which may be programed up to 4 hours. There is an issue with the unit attached to Room 44, however a part has been order and that will be resolved once the part is delivered to the school.

#### 5. Consent items:

- a. Consider approving Board minutes of December 09, 2015
- b. Review and accept Bills and Warrants
- c. Consider approving the Annual Report of Developer Fee
- d. Consider approving Resolution 1516-06; Kings County Director of Finance's Statement of Investment Policy.

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

Trustee Acosta	Trustee Atsma	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye

#### 6. Action items:

a. Consider approving Kit Carson School's updated Single Plan for Student Achievement

Mr. Barlow reported that the School Site Council Committee met in December to review the updates to the Plan, and voted to approve the Plan with the updates.. It was moved by Trustee Oliveira to approve the Plan as presented; Trustee Acosta seconded the motion. Motion passed on a 4-0 vote.

Trustee Acosta	Trustee Atsma	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye

b. Consider adopting Resolution 1516-07; Restatement of the Kit Carson Union Elementary School District 457 Plan with Security Benefit

Mr. Barlow reported that the district must be in compliance with the Internal Revenue Service regulations, therefore the resolution is written to meet the IRS regulation and must be presented to the board for adoption. Trustee Atsma moved to adopted Resolution 1516-07 as presented; Trustee Deniz seconded the motion. Motion passed 4-0 vote.

Trustee Acosta	Trustee Atsma	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye



**7. Future Planning and Adjournment:**

- a) The Next meeting, Wednesday, February 17, 2016 was cancelled, anticipating the lack of a quorum. A new meeting will be scheduled to take its place.
- b) No future board agenda items were discussed
- c) The meeting adjourned at 6:55 pm.

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

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

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

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

Agenda Item:

5b Review and approve the Bills and Warrants

From: Shelley Leal

Purpose: Review and approve bills and warrants for the following dates:

1/04/2016 - \$ 2,160.73

1/08/2016 - \$19,885.12

1/15/2016 - \$16,332.30

1/22/2016 - \$67,403.91

1/29/2016 - \$14,127.61

Superintendent's Recommendation: Consideration for approval

# School District Payment Order

District Name: Kit Carson Union Elementary School District


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

Warrants	0	
Credit Card Payments	4	\$2,160.73
Grand Total for Payments Dated:	01/04/2016	\$2,160.73

☐ Authorized Officer/Employee

Or

☐ Board Members \*



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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

**Credit Card Register For  
Payments Dated 01/04/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014215	972	ACTION EQUIPMENT	\$864.52
14014216	1093	CALTRONICS BUSINESS SYSTEMS	\$9.69
14014217	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
14014218	524	SUPPLYWORKS INC	\$442.52
<b>Total Amount of All Credit Card Payments:</b>			<b>\$2,160.73</b>

# Detail By Fund/Resource

Page 1 of 1  
1/6/2016 1:36:41PM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
0100	General Fund	0000	Unrestricted Resources \$9.69
			Total for Resource 0000 \$9.69
	8150	Ongoing & Major Maint. Acct.	\$864.52
	8150	Ongoing & Major Maint. Acct.	\$442.52
		Total for Resource 8150	\$1,307.04
		Total for Fund 0100	\$1,316.73
2500	CapitalFacilities Fund	0000	Unrestricted Resources \$844.00
		Total for Resource 0000	\$844.00
		Total for Fund 2500	\$844.00
		Total for District 18	\$2,160.73

# Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$2,160.73

## Commercial Payment Register

For Payments Dated: 01/04/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14014215	972	ACTION EQUIPMENT	PV - 150396	0100-8150-0-0000-8110-5600000-000	Ongoing & Major Maint. Acct.	Rentals, Leases and Repairs Total For Fund Number: 0100	\$864.52
14014216	1093	CALTRONICS BUSINESS SYS	PV - 150393	0100-0000-0-0000-7300-5600005-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Maintenance Agreement-Copies	\$864.52
					Total For Fund Number: 0100		\$9.69
14014217	1047	MOBILE MODULAR MANAGI	PV - 150394	2500-0000-0-0000-8700-5600000-124	Unrestricted Resources	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	\$9.69
					Total For Fund Number: 2500		\$844.00
14014218	524	SUPPLYWORKS INC	PV - 150392	0100-8150-0-0000-8110-5600000-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	\$844.00
					Total For Fund Number: 0100		\$442.52
					<b>Total Amount of Payment:</b>		\$442.52

# **Commercial Payment Register** **For Payments Dated: 01/04/2016**

Page 1 of 1  
1/6/2016 1:36:49PM

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

**Fund**

0100  
2500

**Total**

\$1,316.73  
\$844.00  
\$2,160.73

**Total # of Payments: 4**

**Total # of Payments: 4**

**Grand Total: \$ 2,160.73**



# 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	13	\$19,791.64
Credit Card Payments	2	\$93.48

Grand Total for Payments Dated: 01/08/2016 \$19,885.12

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

*Todd B...*

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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

# Commercial Payment Register For Payments Dated: 01/08/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12508955	798	ASSOCIATED VALUATION SE	PV - 150407	0100-0000-0-0000-7380-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$278.01
					Total For Fund Number: 0100		\$278.01
12508956	1263	BANK OF AMERICA - 5173	PO - 151688	0100-9044-0-1110-1000-430000-000	Education Technology K-12 Voucher Program	Materials and Supplies	\$278.01
					Total For Fund Number: 0100		\$278.01
					Total For Fund Number: 0100		\$88.95
					Total For Fund Number: 0100		\$298.23
12508957	1218	CITY OF HANFORD UTILITY	PV - 150398	0100-0000-0-0000-8200-550030-000	Unrestricted Resources	Water/Sewer	\$387.18
					Total For Fund Number: 0100		\$387.18
12508958	1180	DON LEE FARMS	PV - 150410	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$94.49
					Total For Fund Number: 1300		\$94.49
					Total For Fund Number: 1300		\$185.95
12508959	331	GAS COMPANY, THE	PV - 150408	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	Gas	\$185.95
					Total For Fund Number: 0100		\$185.95
					Total For Fund Number: 0100		\$580.32
12508960	179	KINGS WASTE & RECYCLING	PV - 150409	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Garbage	\$580.32
					Total For Fund Number: 0100		\$580.32
					Total For Fund Number: 0100		\$548.00
12508961	189	LAWN MOWER MAN	PV - 150400	0100-8150-0-0000-8110-560000-000	Ongoing & Major Maint. Acct.	Rentals, Leases and Repairs	\$548.00
					Total For Fund Number: 0100		\$548.00
					Total For Fund Number: 0100		\$37.35
12508962	1034	MID VALLEY DISPOSAL	PV - 150401	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Garbage	\$37.35
					Total For Fund Number: 0100		\$37.35
					Total For Fund Number: 0100		\$510.00
12508963	1046	MULTI-TECH MOBILE SERVICE	PV - 150402	0100-0000-0-0000-3600-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$510.00
					Total For Fund Number: 0100		\$510.00
					Total For Fund Number: 0100		\$120.60
					Total For Fund Number: 0100		\$298.23
					Total For Fund Number: 0100		\$291.90
12508964	1197	PURCHASE POWER	PV - 150403	0100-0000-0-0000-2700-590030-000	Unrestricted Resources	Communications - Postage	\$710.73
					Total For Fund Number: 0100		\$710.73
					Total For Fund Number: 0100		\$257.99
					Total For Fund Number: 0100		\$257.99

## Commercial Payment Register

For Payments Dated: 01/08/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12508965	285	ROE OIL CO.	PV - 150404	0100-0000-0-0000-8400-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$60.86
			PV - 150404	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$153.78
					Total For Fund Number: 0100		\$214.64
12508966	325	SISC III	CM - 16022	0100-0000-0-0000-0000-951410-000	Unrestricted Resources	Summer Health and Welfare	<b>\$214.64</b>
			PV - 150406	0100-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	-\$2,078.81
			PV - 150406	0100-0000-0-0000-0000-953100-806	Unrestricted Resources	Fringe Benefits/Retired	\$13,783.33
			PV - 150406	0100-0000-0-1110-1000-370100-000	Unrestricted Resources	Retiree Benefits, certificated	\$385.00
					Total For Fund Number: 0100		\$1,327.70
12508966	325	SISC III	PV - 150406	1300-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	\$13,417.22
					Total For Fund Number: 1300		\$2,506.06
					Total Amount of Payment:		\$2,506.06
12508967	1074	VERIZON WIRELESS	PV - 150405	0100-0000-0-0000-2700-590010-000	Unrestricted Resources	Communications - Telephone	<b>\$15,923.28</b>
					Total For Fund Number: 0100		\$63.70
					Total Amount of Payment:		\$63.70
14014257	1093	CALTRONICS BUSINESS SYS	PV - 150397	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$84.93
					Total For Fund Number: 0100		\$84.93
14014258	161	JEFF'S AUTOMOTIVE SUPPLY	PV - 150399	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acet.	Materials and Supplies	<b>\$84.93</b>
					Total For Fund Number: 0100		\$8.55
					Total Amount of Payment:		\$8.55

# **Commercial Payment Register** **For Payments Dated: 01/08/2016**

Page 1 of 1  
1/1/2016 1:40:45PM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$17,193.11
1300	\$2,692.01
	<u>\$19,885.12</u>

Total # of Payments: 15

Total # of Payments: 15      Grand Total: \$ 19,885.12

# Detail By Fund/Resource

1/11/2016 1:40:36PM Page 1 of 2

Amount

Resource

Fund

District

18 Kit Carson Union Elementary School District  
0100 General Fund

Unrestricted Resources	0000		\$278.01
Unrestricted Resources	0000		\$153.78
Unrestricted Resources	0000		\$60.86
Unrestricted Resources	0000		\$63.70
Unrestricted Resources	0000		\$548.00
Unrestricted Resources	0000		\$510.00
Unrestricted Resources	0000		\$120.60
Unrestricted Resources	0000		\$291.90
Unrestricted Resources	0000		\$298.23
Unrestricted Resources	0000		\$94.49
Unrestricted Resources	0000		\$580.32
Unrestricted Resources	0000		\$257.99
Unrestricted Resources	0000		\$13,783.33
Unrestricted Resources	0000		\$385.00
Unrestricted Resources	0000		\$1,327.70
Unrestricted Resources	0000		-\$2,078.81
<b>Total for Resource 0000</b>			<b>\$16,675.10</b>
State Lottery	1100		\$84.93
<b>Total for Resource 1100</b>			<b>\$84.93</b>
Ongoing & Major Maint. Acct.	8150		\$8.55
Ongoing & Major Maint. Acct.	8150		\$37.35
<b>Total for Resource 8150</b>			<b>\$45.90</b>
Education Technology K-12 Voucher Pr	9044		\$298.23
Education Technology K-12 Voucher Pr	9044		\$88.95
<b>Total for Resource 9044</b>			<b>\$387.18</b>
<b>Total for Fund 0100</b>			<b>\$17,193.11</b>
Unrestricted Resources	1300 Cafeteria Fund 0000		\$2,506.06

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	1300 Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$2,506.06
			\$185.95
		Total for Resource 5310	\$185.95
		Total for Fund 1300	\$2,692.01
		Total for District 18	\$19,885.12

Detail By Fund/Resource

Page 1 of 1  
1/11/2016 1:40:36PM

District	Fund	Resource	Amount
Grand Total			\$19,885.12

**Warrant Register For Warrants  
Dated 01/08/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12508955	798	ASSOCIATED VALUATION SERVICES	\$278.01
12508956	1263	BANK OF AMERICA - 5173	\$387.18
12508957	1218	CITY OF HANFORD UTILITY SERVIC	\$94.49
12508958	1180	DON LEE FARMS	\$185.95
12508959	331	THE GAS COMPANY	\$580.32
12508960	179	KINGS WASTE & RECYCLING AUTH	\$548.00
12508961	189	LAWNMOWER MAN	\$37.35
12508962	1034	MID VALLEY DISPOSAL	\$510.00
12508963	1046	MULTI-TECH MOBILE SERVICE	\$710.73
12508964	1197	PURCHASE POWER	\$257.99
12508965	285	ROE OIL CO.	\$214.64
12508966	325	SISC III	\$15,923.28
12508967	1074	VERIZON WIRELESS	\$63.70

**Total Amount of All Warrants:****\$19,791.64**



**Credit Card Register For  
Payments Dated 01/08/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014257	1093	CALTRONICS BUSINESS SYSTEMS	\$84.93
14014258	161	JEFF'S AUTOMOTIVE SUPPLY INC.	\$8.55
<b>Total Amount of All Credit Card Payments:</b>			<b>\$93.48</b>

# School District Payment Order

District Name: Kit Carson Union Elementary School District

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

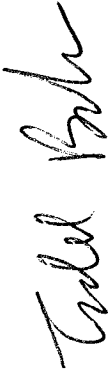
Warrants	12	\$15,160.20
Credit Card Payments	1	\$1,172.10

Grand Total for Payments Dated: 01/15/2016 \$16,332.30

☐ Authorized Officer/Employee

Or

☐ Board Members \*



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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

# Commercial Payment Register For Payments Dated: 01/15/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12509412	14	ARAMARK UNIFORM SERVICE	PV - 150413	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.19
			PV - 150413	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.19
			PV - 150413	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.19
					Total For Fund Number: 0100		\$264.57
					<b>Total Amount of Payment:</b>		<b>\$264.57</b>
12509413	1263	BANK OF AMERICA - 5173	PV - 150420	0100-0000-0-0000-7150-430000-000	Unrestricted Resources	Materials and Supplies	\$19.43
			PV - 150420	0100-9044-0-1110-1000-580000-000	Education Technology K-12 Voucher Program	Other Services and Operating Expenditures	\$299.00
			PO - 151686	0100-0000-0-0000-7300-430000-000	Unrestricted Resources	Materials and Supplies	\$35.72
					Total For Fund Number: 0100		\$354.15
12509413	1263	BANK OF AMERICA - 5173	PV - 150420	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$23.96
					Total For Fund Number: 0900		\$23.96
12509413	1263	BANK OF AMERICA - 5173	PV - 150420	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$6.99
			PV - 150420	1300-5310-0-0000-3700-520000-000	Child Nutrition - School Programs	Travel and Conferences	\$25.90
			PV - 150420	1300-5310-0-0000-3700-430000-000	Child Nutrition - School Programs	Materials and Supplies	\$36.45
			PV - 150420	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$30.92
			PV - 150420	1300-5310-0-0000-3700-530000-000	Child Nutrition - School Programs	Dues and Memberships	\$15.00
					Total For Fund Number: 1300		\$115.26
					<b>Total Amount of Payment:</b>		<b>\$493.37</b>
12509414	1241	BANK OF AMERICA - 7914	PV - 150422	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$26.85
			PV - 150422	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$62.36
			PV - 150422	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$410.10
					Total For Fund Number: 0100		\$499.31
					<b>Total Amount of Payment:</b>		<b>\$499.31</b>
12509415	344	CALIFORNIA DEPARTMENT (	PV - 150417	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$210.60
					Total For Fund Number: 1300		\$210.60
					<b>Total Amount of Payment:</b>		<b>\$210.60</b>
12509416	1097	DE LAGE LANDEN	PV - 150418	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$213.60
			PV - 150418	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$697.47
					Total For Fund Number: 0100		\$911.07
					<b>Total Amount of Payment:</b>		<b>\$911.07</b>
12509417	1266	INDOOR ENVIRONMENTAL S	PO - 151678	0100-6230-0-0000-8500-650000-000	California Clean Energy Jobs Act (Prop 39)	Equipment Replacement	\$7,533.00

## Commercial Payment Register

For Payments Dated: 01/15/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
					Total For Fund Number: 0100		\$7,533.00
12509418	179	KINGS WASTE & RECYCLING	PV - 150411	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	<b>Total Amount of Payment:</b>	<b>\$7,533.00</b>
					Garbage		\$32.40
					Unrestricted Resources		\$44.00
					Total For Fund Number: 0100		\$76.40
12509419	1151	MEDALLION SUPPLY	PV - 150412	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct. Materials and Supplies	<b>Total Amount of Payment:</b>	<b>\$76.40</b>
					Total For Fund Number: 0100		\$58.99
12509420	268	PRODUCERS DAIRY FOODS I	PV - 150414	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs Food	<b>Total Amount of Payment:</b>	<b>\$58.99</b>
					Child Nutrition - School Programs Food		\$267.31
					Total For Fund Number: 1300		\$241.92
12509421	897	SCHOOL PATHWAYS LLC	PV - 150419	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Other Services and Operating Expenditures	<b>Total Amount of Payment:</b>	<b>\$509.23</b>
					LCFF Supplemental/Concentration Other Services and Operating Expenditures		\$150.00
					Total For Fund Number: 0900		\$150.00
12509422	330	SO CALIF EDISON CO	PV - 150421	0100-0000-0-0000-8200-550020-000	Unrestricted Resources Electricity	<b>Total Amount of Payment:</b>	<b>\$300.00</b>
					Total For Fund Number: 0100		\$3,169.57
12509423	206	SYSCO FOOD SERVICES	PV - 150416	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs Food	<b>Total Amount of Payment:</b>	<b>\$3,169.57</b>
					Child Nutrition - School Programs Other Food Service Supplies		\$1,018.91
					Total For Fund Number: 1300		\$115.18
14014336	524	SUPPLYWORKS INC	PV - 150415	0100-0000-0-0000-8200-430000-000	Unrestricted Resources Materials and Supplies	<b>Total Amount of Payment:</b>	<b>\$1,134.09</b>
					Total For Fund Number: 0100		\$1,172.10
					<b>Total Amount of Payment:</b>		<b>\$1,172.10</b>

# **Commercial Payment Register** **For Payments Dated: 01/15/2016**

Page 1 of 1  
1/15/2016 1:51:43PM

District: 18 Kit Carson Union Elementary School District

**Fund**

**Total**  
\$14,039.16  
\$323.96  
\$1,969.18  
\$16,332.30

Total # of Payments: 13

Total # of Payments: 13

Grand Total: \$ 16,332.30

# Detail By Fund/Resource

Page 1 of 2  
1/15/2016 1:51:36PM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund		
	0000	Unrestricted Resources	\$3,169.57
	0000	Unrestricted Resources	\$44.00
	0000	Unrestricted Resources	\$32.40
	0000	Unrestricted Resources	\$88.19
	0000	Unrestricted Resources	\$88.19
	0000	Unrestricted Resources	\$88.19
	0000	Unrestricted Resources	\$19.43
	0000	Unrestricted Resources	\$35.72
	0000	Unrestricted Resources	\$62.36
	0000	Unrestricted Resources	\$1,172.10
		<b>Total for Resource 0000</b>	<b>\$4,800.15</b>
	1100	State Lottery	\$213.60
	1100	State Lottery	\$697.47
		<b>Total for Resource 1100</b>	<b>\$911.07</b>
	6230	California Clean Energy Jobs Act (Pr	\$7,533.00
		<b>Total for Resource 6230</b>	<b>\$7,533.00</b>
	8150	Ongoing & Major Maint. Acct.	\$58.99
	8150	Ongoing & Major Maint. Acct.	\$410.10
	8150	Ongoing & Major Maint. Acct.	\$26.85
		<b>Total for Resource 8150</b>	<b>\$495.94</b>
	9044	Education Technology K-12 Voucher Pr	\$299.00
		<b>Total for Resource 9044</b>	<b>\$299.00</b>
		<b>Total for Fund 0100</b>	<b>\$14,039.16</b>
	0900 Charter Schools Fund		
	0332	LCFF Supplemental/Concentration Gran	\$23.96
	0332	LCFF Supplemental/Concentration Gran	\$150.00
	0332	LCFF Supplemental/Concentration Gran	\$150.00

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0900	Charter Schools Fund	
	1300	Cafeteria Fund	
		5310	
		Child Nutrition - School Programs	\$1,018.91
		Child Nutrition - School Programs	\$115.18
		Child Nutrition - School Programs	\$267.31
		Child Nutrition - School Programs	\$241.92
		Child Nutrition - School Programs	\$30.92
		Child Nutrition - School Programs	\$15.00
		Child Nutrition - School Programs	\$210.60
		Child Nutrition - School Programs	\$25.90
		Child Nutrition - School Programs	\$36.45
		Child Nutrition - School Programs	\$6.99
		<b>Total for Resource 5310</b>	<b>\$1,969.18</b>
		<b>Total for Fund 1300</b>	<b>\$1,969.18</b>
		<b>Total for District 18</b>	<b>\$16,332.30</b>
		<b>Total for Resource 0332</b>	<b>\$323.96</b>
		<b>Total for Fund 0900</b>	<b>\$323.96</b>

Detail By Fund/Resource

Page 1 of 1  
1/15/2016 1:51:36PM

District	Fund	Resource	Amount
Grand Total			\$16,332.30



**Warrant Register For Warrants**  
**Dated 01/15/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12509412	14	ARAMARK UNIFORM SERVICES	\$264.57
12509413	1263	BANK OF AMERICA - 5173	\$493.37
12509414	1241	BANK OF AMERICA - 7914	\$499.31
12509415	344	CALIFORNIA DEPARTMENT OF EDUCA	\$210.60
12509416	1097	DE LAGE LANDEN	\$911.07
12509417	1266	INDOOR ENVIRONMENTAL SERVICES	\$7,533.00
12509418	179	KINGS WASTE & RECYCLING AUTH	\$76.40
12509419	1151	MEDALLION SUPPLY	\$58.99
12509420	268	PRODUCERS DAIRY FOODS INC	\$509.23
12509421	897	SCHOOL PATHWAYS LLC	\$300.00
12509422	330	SO CALIF EDISON CO	\$3,169.57
12509423	206	SYSCO FOOD SERVICES	\$1,134.09
<b>Total Amount of All Warrants:</b>			<b>\$15,160.20</b>

**Credit Card Register For  
Payments Dated 01/15/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014336	524	SUPPLYWORKS INC	\$1,172.10
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,172.10</b>

# School District Payment Order

District Name: Kit Carson Union Elementary School District

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

Warrants	14	\$67,039.06
Credit Card Payments	2	\$364.85

Grand Total for Payments Dated: 01/22/2016 \$67,403.91

☐ Authorized Officer/Employee

Or

☐ Board Members \*

*Talal Bakh*

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

Date \_\_\_\_\_

KCOE Examination and Approval

By \_\_\_\_\_

Date \_\_\_\_\_

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

## Commercial Payment Register

For Payments Dated: 01/22/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12509872	14	ARAMARK UNIFORM SERVICE	PV - 150432	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.19
					Total For Fund Number: 0100		\$88.19
12509873	891	BRAD'S SMOG-N-TUNE INC.	PV - 150434	0100-0000-0-0000-8400-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$88.19</b> \$41.75
					Unrestricted Resources	Other Services and Operating Expenditures	\$41.75
12509874	290	BRENNER, LORI	PV - 150438	0100-1100-0-1110-1000-430000-004	State Lottery	Total For Fund Number: 0100	\$83.50
					<b>Total Amount of Payment:</b>		<b>\$83.50</b>
12509875	988	Central Valley Support Service	PV - 150423	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Materials and Supplies	\$66.98
					Total For Fund Number: 0100		\$66.98
					<b>Total Amount of Payment:</b>		<b>\$66.98</b>
					Unrestricted Resources	Other Services and Operating Expenditures	\$35.00
12509876	104	EMPLOYMENT DEVELOPMENT	CM - 16023	0100-0000-0-0000-7150-350100-000	Unrestricted Resources	Total For Fund Number: 0100	\$35.00
					<b>Total Amount of Payment:</b>		<b>\$35.00</b>
12509876	104	EMPLOYMENT DEVELOPMENT	PV - 150428	0100-0000-0-0000-951500-000	Unrestricted Resources	State Unemployment Insurance, certified	-\$0.12
12509876	104	EMPLOYMENT DEVELOPMENT	PV - 150428	0900-0000-0-0000-0000-951500-000	Unrestricted Resources	State Unemployment Insurance	\$292.19
12509876	104	EMPLOYMENT DEVELOPMENT	PV - 150428	1200-0000-0-0000-0000-951500-000	Unrestricted Resources	Total For Fund Number: 0100	\$292.07
12509876	104	EMPLOYMENT DEVELOPMENT	PV - 150428	1300-0000-0-0000-0000-951500-000	Unrestricted Resources	State Unemployment Insurance	\$14.70
					Total For Fund Number: 0900		\$14.70
					<b>Total Amount of Payment:</b>		<b>\$1.29</b>
12509877	900	HOFER, BECKY	PV - 150431	0900-0332-0-1110-1000-430000-000	Unrestricted Resources	State Unemployment Insurance	\$1.29
					Total For Fund Number: 1200		\$12.51
					<b>Total Amount of Payment:</b>		<b>\$320.57</b>
12509878	474	KINGS CO OFFICE OF EDUCATION	PV - 150429	0100-0000-0-0000-7700-580000-000	Unrestricted Resources	Materials and Supplies	\$57.15
					LCFF Supplemental/Concentration Grant		\$57.15
12509879	183	KIT CARSON REVOLVING	PV - 150427	0100-0332-0-1160-1000-560000-000	Unrestricted Resources	Total For Fund Number: 0900	\$57.15
					<b>Total Amount of Payment:</b>		<b>\$57.15</b>
					Contract w/County Schools		\$542.01
					Contract w/County Schools		\$3,977.12
					Total For Fund Number: 0100		\$4,519.13
					<b>Total Amount of Payment:</b>		<b>\$4,519.13</b>
					LCFF Supplemental/Concentration Grant	Rentals, Leases and Repairs	\$340.00

# Commercial Payment Register

## For Payments Dated: 01/22/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
Total For Fund Number: 0100							\$340.00
<b>Total Amount of Payment:</b>							<b>\$340.00</b>
12509880	1046	MULTI-TECH MOBILE SERVICE	PV - 150437	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$118.79
			PV - 150437	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150437	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150437	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150437	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$150.28
			PV - 150437	0100-0000-0-0000-3600-430000-000	Unrestricted Resources	Materials and Supplies	\$439.03
Total For Fund Number: 0100							\$1,000.60
<b>Total Amount of Payment:</b>							<b>\$1,000.60</b>
12509881	268	PRODUCERS DAIRY FOODS I	PV - 150433	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$351.75
Total For Fund Number: 1300							\$351.75
<b>Total Amount of Payment:</b>							<b>\$351.75</b>
12509882	285	ROE OIL CO.	PV - 150436	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$291.77
			PV - 150436	0100-0000-0-0000-8400-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$129.51
Total For Fund Number: 0100							\$421.28
<b>Total Amount of Payment:</b>							<b>\$421.28</b>
12509883	1271	SPENCE FENCE COMPANY E	PO - 151684	1400-0000-0-0000-8500-617000-000	Unrestricted Resources	Land Improvements	\$58,400.00
Total For Fund Number: 1400							\$58,400.00
<b>Total Amount of Payment:</b>							<b>\$58,400.00</b>
12509884	206	SYSCO FOOD SERVICES	PV - 150425	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$907.22
			PV - 150425	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$205.81
Total For Fund Number: 1300							\$1,113.03
<b>Total Amount of Payment:</b>							<b>\$1,113.03</b>
12509885	1136	US BANK	PV - 150430	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$120.94
Total For Fund Number: 0100							\$120.94
12509885	1136	US BANK	PV - 150430	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$120.94
Total For Fund Number: 0900							\$120.94
<b>Total Amount of Payment:</b>							<b>\$241.88</b>
14014412	854	RAY MORGAN COMPANY	PV - 150435	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$39.31
Total For Fund Number: 0100							\$39.31

## Commercial Payment Register

For Payments Dated: 01/22/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
14014412	854	RAY MORGAN COMPANY	PV - 150435	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$276.65
						Total For Fund Number: 0900	\$276.65
						<b>Total Amount of Payment:</b>	<b>\$315.96</b>
14014413	524	SUPPLYWORKS INC	PV - 150424	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$48.89
						Total For Fund Number: 0100	\$48.89
						<b>Total Amount of Payment:</b>	<b>\$48.89</b>

# **Commercial Payment Register** **For Payments Dated: 01/22/2016**

Page 1 of 1  
1/22/2016 12:38:17PM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$7,055.89
0900	\$469.44
1200	\$1.29
1300	\$1,477.29
1400	\$58,400.00
	<u>\$67,403.91</u>

Total # of Payments: 16

Total # of Payments: 16      Grand Total: \$ 67,403.91

# Detail By Fund/Resource

Page 1 of 2  
1/22/2016 12:38:10PM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$35.00
		Unrestricted Resources	\$88.19
		Unrestricted Resources	\$41.75
		Unrestricted Resources	\$41.75
		Unrestricted Resources	-\$0.12
		Unrestricted Resources	\$292.19
		Unrestricted Resources	\$542.01
		Unrestricted Resources	\$3,977.12
		Unrestricted Resources	\$120.94
		Unrestricted Resources	\$439.03
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$118.79
		Unrestricted Resources	\$150.28
		Unrestricted Resources	\$291.77
		Unrestricted Resources	\$129.51
		Unrestricted Resources	\$39.31
		Unrestricted Resources	\$48.89
		<b>Total for Resource 0000</b>	<b>\$6,648.91</b>
	0332	LCFF Supplemental/Concentration Gran	\$340.00
	1100	<b>Total for Resource 0332</b>	<b>\$340.00</b>
		State Lottery	\$66.98
	0900 Charter Schools Fund	<b>Total for Resource 1100</b>	<b>\$66.98</b>
		<b>Total for Fund 0100</b>	<b>\$7,055.89</b>
		Unrestricted Resources	\$120.94
	0000	Unrestricted Resources	\$14.70



# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
0900	Charter Schools Fund		
	0000	Unrestricted Resources	\$276.65
		Total for Resource 0000	\$412.29
	0332	LCFF Supplemental/Concentration Gran	\$57.15
		Total for Resource 0332	\$57.15
		Total for Fund 0900	\$469.44
1200	Child Development Fund		
	0000	Unrestricted Resources	\$1.29
		Total for Resource 0000	\$1.29
		Total for Fund 1200	\$1.29
1300	Cafeteria Fund		
	0000	Unrestricted Resources	\$12.51
		Total for Resource 0000	\$12.51
	5310	Child Nutrition - School Programs	\$907.22
	5310	Child Nutrition - School Programs	\$205.81
	5310	Child Nutrition - School Programs	\$351.75
		Total for Resource 5310	\$1,464.78
		Total for Fund 1300	\$1,477.29
1400	Deferred Maintenance Fund		
	0000	Unrestricted Resources	\$58,400.00
		Total for Resource 0000	\$58,400.00
		Total for Fund 1400	\$58,400.00
		Total for District 18	\$67,403.91

Detail By Fund/Resource

Page 1 of 1  
1/22/2016 12:38:10PM

District	Fund	Resource	Amount
Grand Total			\$67,403.91

**Warrant Register For Warrants  
Dated 01/22/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12509872	14	ARAMARK UNIFORM SERVICES	\$88.19
12509873	891	BRAD'S SMOG-N-TUNE INC.	\$83.50
12509874	290	LORI BRENNER	\$66.98
12509875	988	Central Valley Support Service	\$35.00
12509876	104	EMPLOYMENT DEVELOPMENT DEPT	\$320.57
12509877	900	BECKY HOFER	\$57.15
12509878	474	KINGS CO OFFICE OF EDUCATION	\$4,519.13
12509879	183	KIT CARSON REVOLVING	\$340.00
12509880	1046	MULTI-TECH MOBILE SERVICE	\$1,000.60
12509881	268	PRODUCERS DAIRY FOODS INC	\$351.75
12509882	285	ROE OIL CO.	\$421.28
12509883	1271	SPENCE FENCE COMPANY ENTERPRIS	\$58,400.00
12509884	206	SYSCO FOOD SERVICES	\$1,113.03
12509885	1136	US BANK	\$241.88
<b>Total Amount of All Warrants:</b>			<b>\$67,039.06</b>

**Credit Card Register For  
Payments Dated 01/22/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014412	854	RAY MORGAN COMPANY	\$315.96
14014413	524	SUPPLYWORKS INC	\$48.89
<b>Total Amount of All Credit Card Payments:</b>			<b>\$364 . 85</b>

# School District Payment Order

District Name: Kit Carson Union Elementary School District

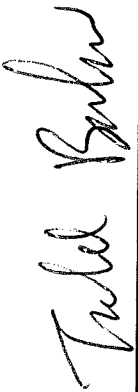
As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	16	\$13,057.64
Credit Card Payments	3	\$1,069.97
Grand Total for Payments Dated:	01/29/2016	\$14,127.61

☐ Authorized Officer/Employee

Or

☐ Board Members \*



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

Date 

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KCOE Examination and Approval

By 

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 Date 

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

# Commercial Payment Register For Payments Dated: 01/29/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12510668	14	ARAMARK UNIFORM SERVICE	PV - 150441	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.19
					Total For Fund Number: 0100		\$88.19
12510669	1263	BANK OF AMERICA - 5173	PV - 150444	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$88.19</b> \$45.06
12510669	1263	BANK OF AMERICA - 5173	PV - 150444	1300-5310-0-0000-3700-530000-000	Child Nutrition - School Programs	Total For Fund Number: 0100	\$45.06
					Child Nutrition - School Programs Food		\$34.00
					Total For Fund Number: 1300		\$21.66
12510670	1241	BANK OF AMERICA - 7914	PV - 150455	0100-0000-0-0000-3600-560000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	<b>\$100.72</b> \$428.59
					Ongoing & Major Maint. Acct.	Materials and Supplies	\$28.68
					Ongoing & Major Maint. Acct.	Materials and Supplies	\$13.20
					Ongoing & Major Maint. Acct.	Materials and Supplies	\$152.55
					Total For Fund Number: 0100		\$623.02
12510671	1133	BANK OF AMERICA-8701	PV - 150454	0100-0332-0-1110-1000-430000-000	LCFF Supplemental/Concentration Grant	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$623.02</b> \$23.28
					Total For Fund Number: 0100		\$23.28
12510672	419	BARTRAM, CECILIA	PV - 150451	0100-1100-0-1110-1000-430000-056	State Lottery	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$23.28</b> \$87.88
					Total For Fund Number: 0100		\$87.88
12510673	867	BENEDICT, CHRIS	PV - 150449	0100-1100-0-1110-1000-430000-020	State Lottery	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$87.88</b> \$27.94
					Total For Fund Number: 0100		\$27.94
12510674	1249	CRANES WASTE OIL INC	PV - 150448	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$27.94</b> \$140.00
					Total For Fund Number: 0100		\$140.00
12510675	1278	EDMENTUM INC.	PO - 151690	0100-3010-0-1110-1000-580000-000	IASA-Title I Basic Grants Low Income	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$140.00</b> \$464.00
					Total For Fund Number: 0100		\$464.00
12510676	1195	HEDGES PEST CONTROL	PV - 150443	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Pest Control	<b>\$464.00</b> \$65.00
					Total For Fund Number: 0100		\$65.00
					<b>Total Amount of Payment:</b>		<b>\$65.00</b>

## Commercial Payment Register For Payments Dated: 01/29/2016

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12510677	900	HOFER, BECKY	PV - 150453	0900-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$9.50
			PV - 150453	0900-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$75.50
					Total For Fund Number: 0900		\$85.00
12510678	474	KINGS CO OFFICE OF EDUCA	PV - 150456	0100-0000-0-0000-7700-580004-000	Unrestricted Resources	Contract w/County Schools	\$85.00
					Total For Fund Number: 0100		\$4,000.00
12510679	858	PITNEY BOWES INC.	PV - 150440	0100-0000-0-0000-2700-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$4,000.00
					Total For Fund Number: 0100		\$206.40
12510680	268	PRODUCERS DAIRY FOODS I	PV - 150452	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$206.40
					Total For Fund Number: 1300		\$337.13
12510681	206	SYSCO FOOD SERVICES	PV - 150442	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$337.13
					Total For Fund Number: 1300		\$1,045.42
12510682	1253	THE MATH LEARNING CENT	PO - 151683	0100-6264-0-1110-1000-580000-000	Educator Effectiveness	Other Services and Operating Expenditures	\$51.16
					Total For Fund Number: 0100		\$1,096.58
12510683	1279	VALLEY NETWORK SOLUTIC	PV - 150446	0100-9044-0-1110-1000-580000-000	Education Technology K-12 Voucher Program	Other Services and Operating Expenditures	\$1,096.58
					Total For Fund Number: 0100		\$5,400.00
14014487	1093	CALTRONICS BUSINESS SYS	PV - 150450	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$5,400.00
			PV - 150450	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$312.50
					Total For Fund Number: 0100		\$312.50
14014488	225	MILLER'S RENTALAND INC	PV - 150447	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$54.75
					Total For Fund Number: 0100		\$149.40
14014489	1047	MOBILE MODULAR MANAGI	PV - 150439	2500-0000-0-0000-8700-560000-124	Unrestricted Resources	Rentals, Leases and Repairs	\$204.15
					Total For Fund Number: 0100		\$21.82
					Total For Fund Number: 2500		\$21.82
					Total Amount of Payment:		\$844.00
					Total Amount of Payment:		\$844.00

**Commercial Payment Register**  
**For Payments Dated: 01/29/2016**

Page 1 of 1  
2/1/2016 5:31:57PM

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

**Fund**

**Total**  
\$11,709.24  
\$85.00  
\$1,489.37  
\$844.00  
\$14,127.61

Total # of Payments: 19

**Total # of Payments: 19**

**Grand Total: \$ 14,127.61**



**Detail By Fund/Resource**

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
	0000	Unrestricted Resources	\$65.00
	0000	Unrestricted Resources	\$45.06
	0000	Unrestricted Resources	\$140.00
	0000	Unrestricted Resources	\$4,000.00
	0000	Unrestricted Resources	\$88.19
	0000	Unrestricted Resources	\$428.59
	0000	Unrestricted Resources	\$206.40
	0000	Unrestricted Resources	\$21.82
		<b>Total for Resource 0000</b>	<b>\$4,995.06</b>
	0332	LCFF Supplemental/Concentration Gran	\$23.28
		<b>Total for Resource 0332</b>	<b>\$23.28</b>
	1100	State Lottery	\$27.94
	1100	State Lottery	\$54.75
	1100	State Lottery	\$149.40
	1100	State Lottery	\$87.88
		<b>Total for Resource 1100</b>	<b>\$319.97</b>
	3010	IASA-Title I Basic Grants Low Income	\$464.00
		<b>Total for Resource 3010</b>	<b>\$464.00</b>
	6264	Educator Effectiveness	\$5,400.00
		<b>Total for Resource 6264</b>	<b>\$5,400.00</b>
	8150	Ongoing & Major Maint. Acct.	\$28.68
	8150	Ongoing & Major Maint. Acct.	\$13.20
	8150	Ongoing & Major Maint. Acct.	\$152.55
		<b>Total for Resource 8150</b>	<b>\$194.43</b>
	9044	Education Technology K-12 Voucher Pr	\$312.50
		<b>Total for Resource 9044</b>	<b>\$312.50</b>
		<b>Total for Fund 0100</b>	<b>\$11,709.24</b>

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
0900	Charter Schools Fund		
	1100	State Lottery	\$9.50
		<b>Total for Resource 1100</b>	<b>\$9.50</b>
	6300	Lottery:Instructional Materials	\$75.50
		<b>Total for Resource 6300</b>	<b>\$75.50</b>
		<b>Total for Fund 0900</b>	<b>\$85.00</b>
1300	Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$1,045.42
	5310	Child Nutrition - School Programs	\$51.16
	5310	Child Nutrition - School Programs	\$337.13
	5310	Child Nutrition - School Programs	\$21.66
	5310	Child Nutrition - School Programs	\$34.00
		<b>Total for Resource 5310</b>	<b>\$1,489.37</b>
		<b>Total for Fund 1300</b>	<b>\$1,489.37</b>
2500	CapitalFacilities Fund		
	0000	Unrestricted Resources	\$844.00
		<b>Total for Resource 0000</b>	<b>\$844.00</b>
		<b>Total for Fund 2500</b>	<b>\$844.00</b>
		<b>Total for District 18</b>	<b>\$14,127.61</b>

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$14,127.61

**Warrant Register For Warrants  
Dated 01/29/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12510668	14	ARAMARK UNIFORM SERVICES	\$88.19
12510669	1263	BANK OF AMERICA - 5173	\$100.72
12510670	1241	BANK OF AMERICA - 7914	\$623.02
12510671	1133	BANK OF AMERICA-8701	\$23.28
12510672	419	CECILIA BARTRAM	\$87.88
12510673	867	CHRIS BENEDICT	\$27.94
12510674	1249	CRANES WASTE OIL INC	\$140.00
12510675	1278	EDMENTUM INC.	\$464.00
12510676	1195	HEDGES PEST CONTROL	\$65.00
12510677	900	BECKY HOFER	\$85.00
12510678	474	KINGS CO OFFICE OF EDUCATION	\$4,000.00
12510679	858	PITNEY BOWES INC.	\$206.40
12510680	268	PRODUCERS DAIRY FOODS INC	\$337.13
12510681	206	SYSCO FOOD SERVICES	\$1,096.58
12510682	1253	THE MATH LEARNING CENTER	\$5,400.00
12510683	1279	VALLEY NETWORK SOLUTIONS	\$312.50

**Total Amount of All Warrants:****\$13,057.64**

**Credit Card Register For  
Payments Dated 01/29/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014487	1093	CALTRONICS BUSINESS SYSTEMS	\$204.15
14014488	225	MILLER'S RENTALAND INC	\$21.82
14014489	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,069.97</b>

Agenda Item:

5b Consider approving Inter-district Request(s)

From: Margaret DeSantos

Purpose: Review and consider approval of the Inter-district request(s)

Code	Last Name	First Name	Reason	Recommendation	Grade	Release Date	School
1516-6-095	*****	*****	Has been attending; wants to finish year	Approval	6	02/01/16 Pending Approval	MLK

Agenda Item:

6b Consider approval of the renewal Contract for Auditing Services

From: Shelley Leal

Purpose: To renew the Contract for Auditing Services with Vavrinek, Trine, Day & Co., LLP.

This is a three year contract with a proposing increase of four percent to the base audit cost over the contract period with no additional increases over the contract period.

The cost is \$20,570 for each year, the cost for the previous contract was \$19,297 for each year.

**Superintendent's Recommendation:** Consideration for approval



February 1, 2016

Shelley Leal  
Chief Business Official  
Kit Carson Union School District  
9895 Seventh Avenue  
Hanford, CA 93230-9304

***Re: Renewal Contract for Auditing Services***

Dear Shelley:

We sincerely thank you for selecting VTD for your auditing services and hope you have realized our continued personal and profession service and expertise. It has been a pleasure working with you and your staff and we are very interested in continuing our relationship with your District.

Following is a three-year contract for the period beginning July 1, 2015 and ending June 30, 2018. I am proposing an increase of four percent to the base audit cost over the contract period with no additional increases over the contract period. Over the past several years we have limited our contract increases due to the State funding issues our clients were experiencing; however, our costs continued to increase hence the moderate base contract increase we are requesting.

Additionally, we encountered a significant increase to our workload related to GASB Statement No. 68 (the net pension liability pronouncement) in 2014-15 for which we did not charge additional fees. This additional workload will be required annually into the future. Our standard contract language mentions that there is a potential for additional charges for significant accounting changes that cannot be foreseen when the initial contract is negotiated. Now that we have completed one year of GASB Statements No. 68 testing and calculations we have a good bench mark for the additional costs involved, we have included an additional increase of \$500 built into the contract amount strictly related to GASB Statements No. 68 related testing. We have only imposed such a specific increase one other time in the last 20 years so it is very rare.

The new annual contract amount of \$20,570 will remain unchanged for the three-year renewal period through June 30, 2018. If the contract meets with your approval, please sign and forward a copy to the County Office, send a copy to us, and keep a copy for your files.

If you have any questions, please feel free to contact me.

Yours very truly,

Bill C. Williams  
of VAVRINEK, TRINE, DAY & CO., LLP

WCW/Ito

Attachment



## CONTRACT FOR AUDITING

This agreement made and entered into this 1st day of February 2016, between the Governing Board of the Kit Carson Union School District, of Kings County, State of California, hereafter referred to as "District" and VAVRINEK, TRINE, DAY & CO., LLP, Certified Public Accountants, hereafter referred to as "Auditors".

We understand the services we are to provide the District for the years ended June 30, 2016, 2017, and 2018. We will audit the financial statements of the District, as of and for the three-year period beginning July 1, 2015 and ending June 30, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule
3. GASB required supplementary information for pensions and other postemployment benefits schedules

Supplementary information other than RSI, also accompanies District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards.

2. Schedules required by current *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, issued by the Education Audit Appeals Panel.

The following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statement, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Statements – Non-Major Governmental Funds

### **AUDIT OBJECTIVES**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the governing board, management, specific legislative or regulatory bodies, Federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with United States generally accepted auditing standards; the standards outlined in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies* the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required

reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

### **MANAGEMENT RESPONSIBILITIES**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities (if applicable), the aggregate discretely presented component units (if applicable), each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for Federal Awards program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, Schedule of Expenditures of Federal Awards, and related notes. In accordance with Government Auditing Standards, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of the audit, we will assist with preparation of your financial statements, Schedule of Expenditures of Federal Awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, Schedule of Expenditures of Federal awards, and related notes and for accepting full responsibility for such decisions.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during the interim phase of our audit.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **AUDIT PROCEDURES - INTERNAL CONTROLS**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major Federal award program. However, our

tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, Government Auditing Standards, and OMB Circular A-133.

### **AUDIT PROCEDURES - COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **AUDIT ADMINISTRATION AND ACCESS TO WORKPAPERS**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide the appropriate number of copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated Federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package

must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of the auditors and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the appropriate Cognizant or Oversight Agency for Audit or its designee, a Federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the auditor. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested. If we are aware that a Federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

#### **AUDIT FEES**

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fee listed below is based on anticipated cooperation from your personnel, the assumption that unexpected circumstances will not be encountered during the audit, no significant changes in reporting format and/or audit requirements or significant changes in the operations of the District.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services.

In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The annual fee for auditing services under the terms of this contract shall be \$20,570, \$20,570, and \$20,570 for the years ending June 30, 2016, 2017, and 2018, respectively, for personal services, with the exception that any additional auditing services provided for (1) any changes in District reporting format, i.e., GASB requirements and/or audit requirements, issued by the Education Audit Appeals Panel, Federal Agencies, American Institute of Certified Public Accountants, or Governmental Accounting Standards Board, (2) any changes in the number of funds or accounts maintained by the District during the period under this contract, and (3) any Federal Program and State Special Projects/compliance issues shall be in addition to the above maximum fee for personal services.

The final installment will represent the ten percent (10%) withheld amount pursuant to Education Code 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with Education Code Section 14505 (b), the District shall withhold fifty percent (50%) of the audit fee for any subsequent year of multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the controller as conforming to reporting provisions of the audit guide.

#### **COMPENSATION**

All personal services performed by the Auditors shall be reimbursed at the following hourly rates:

Partner/Principal	\$ 190
School Services Consultant	165
Manager	165
Supervisor	150
Senior in Charge	125
Staff Accountant	90
Paraprofessional	60

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules

before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

### **ANNUAL REPORT - FORM AND CONTENT, DELIVERY**

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the Education Code, including the required compliance audit provisions of Circular A-133, *Audits of State of Local Governments*, issued by the U.S. Office of Management and Budget, as issued pursuant to the Single Audit Act Amendments of 1996.

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, issued by Educational Audit Appeals Panel, unless delayed by circumstances beyond the control of the Auditors. Fifteen (15) bound copies of the audit report shall be rendered to the District, in addition to the copies required to be filed with the applicable governmental units.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report, for the year ended December 2014, accompanies this letter.

We appreciate the opportunity to be of service to Kit Carson Union School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This contract will continue in effect until cancelled by either party.

### **WORKERS' COMPENSATION**

VAVRINEK, TRINE, DAY & CO., LLP is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. VAVRINEK, TRINE, DAY & CO., LLP is in compliance with such provisions.



**NON LICENSEE OWNERS**

VAVRINEK, TRINE, DAY & CO., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It may be anticipated that the non licensee owners will be performing limited audit services for the agency.

GOVERNING BOARD OF  
KIT CARSON UNION SCHOOL DISTRICT

VAVRINEK, TRINE, DAY & CO., LLP

By

By

*Bill Williams*

\_\_\_\_\_  
District

\_\_\_\_\_  
Partner

Federal Identification Number: \_\_\_\_\_

# YANARI WATSON MCGAUGHEY P.C.

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DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER  
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

## System Review Report

May 22, 2015

To the Partners of  
Vavrinek, Trine, Day & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.



Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450  
GREENWOOD VILLAGE, COLORADO 80112-3647  
(303) 792-3020  
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web site: [www.ywmcpa.com](http://www.ywmcpa.com)

Agenda Item:

6a Consider approval of the updates to the School Safety Plan

From: Todd Barlow

Purpose: To approve the updated School Safety Plan, which must be updated by March 1st annually.

As stipulated in Education Code 32282, the Superintendent shall ensure that the updated file of all safety-related plans and materials is readily available for inspection by the public

**Superintendent's Recommendation:** Consideration for approval

# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT

### SCHOOL SAFETY PLAN

UPDATED and approved by Site Council on February 4, 2015

Approved and ADOPTED by the Kit Carson Board of Trustees February 18, 2015



*"Where students come first"*

*additions*

## School Safety Plan Table of Contents

<b>ENSURING A SAFE AND ORDERLY ENVIRONMENT</b>	
EMERGENCY & NON EMERGENCY PHONE NUMBERS .....	2
GENERAL GUIDELINES .....	3
ANNUAL EVALUATION AND PLANNING .....	3
PRACTICE DRILLS .....	4
PARENT NOTIFICATION/RESPONSIBILITY .....	4
SUPPLIES AND EQUIPMENT .....	4
EMERGENCY FILE .....	4
COMMUNICATIONS .....	4
EMERGENCY ACTIONS .....	5
PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS .....	5
VISITOR PROCEDURES .....	6
 <b>DISASTER RESPONSE</b>	
COMMUNICATION PROTOCOL .....	7
EVACUATION MAP .....	8
EMERGENCY ACTION--EVACUATE BUILDINGS/FIRE .....	9
EMERGENCY ACTION--DUCK, COVER AND HOLD .....	9
EMERGENCY ACTION--LOCKDOWN & SECURE BUILDINGS .....	10
EMERGENCY ACTION--DIRECTED TRANSPORTATION/EVACUATION .....	10
EMERGENCY ACTION--STAY INSIDE/GO INSIDE .....	11
EMERGENCY ACTION--ALL CLEAR .....	11
EMERGENCY PROCEDURE--AIR POLLUTION EPISODE .....	12
EMERGENCY PROCEDURE--BOMB THREAT .....	12
EMERGENCY PROCEDURE--EARTHQUAKE .....	13
EMERGENCY PROCEDURE--EXPLOSION .....	15
EMERGENCY PROCEDURE--FALLEN AIRCRAFT .....	15
EMERGENCY PROCEDURE-- FIRE .....	16
EMERGENCY PROCEDURE -- FIREARMS .....	16
EMERGENCY PROCEDURE--FIRST AID EMERGENCY .....	17
EMERGENCY PROCEDURE--HAZARDOUS MATERIALS .....	18
EMERGENCY PROCEDURE--HOSTAGE CRISIS .....	18
EMERGENCY PROCEDURE--MISSING STUDENT .....	19
EMERGENCY PROCEDURE--VIOLENT CRIME .....	19
EMERGENCY PROCEDURE--VIOLENCE: CHILD ABUSE .....	19
APPENDICES .....	20
SITE COUNCIL APPROVED ADDITIONS TO THE SCHOOL SAFETY PLAN .....	24
BYLAWS & SCHOOL DOCUMENTS REGARDING: Suspension/Expulsion, Abuse Reporting, Notifying Teachers of Dangerous Pupils, Sexual Harassment, Dress Code, Hate Crime Policies & Procedures, Student Discipline .....	29+

### APPENDICES

Appendix A: Assessment of School Crime

Appendix B: Contingency Plan for Campus Emergencies

Appendix C: Safe Ingress/Egress Routes during an Emergency

## INTRODUCTION: SCHOOL SAFETY PLAN

The following safe schools program has been implemented in the Kit Carson Union Elementary School District through school site and district efforts to ensure a positive and safe environment for all students.

School buildings and classrooms will be well maintained and attractive, free of physical hazards, and designed to prevent criminal activities.

### **School Sites Physical Environment:**

1. Campus perimeter is secure from criminal activity.
  - 1.1 Campus is closed to outsiders and required signage is displayed prominently at entry points.
  - 1.2 Unauthorized vehicles do not have easy access to school ground.
2. Physical conditions that could lead to accidental harm are corrected promptly (e.g. damaged fences, broken lights, broken glass, etc.)
3. School site has proper protection from slipping in hallways and stairwells.
4. Adequate and appropriate lighting is installed and maintained on site.
5. Adequate protection is provided against falls from recreational equipment and landscape designs that prevent student from climbing to dangerous heights.
6. Places for loitering on campus are limited.
7. Bathroom facilities are supervised and patrolled.
8. All graffiti is removed or painted over before students arrive on campus.
9. Broken windows are replaced immediately.
10. Classrooms represent the curriculum being taught.
11. School valuables and equipment are labeled and inventoried properly, and stored securely.
12. KCUESD facilities are available for community use only after school hours with district approval.
13. A crisis response plan has been written to identify procedures to follow during (1) Human emergencies, such as bomb threats, death of a student, suicide pacts, weapons on campus, and riots; and (2) Natural emergencies, such as fires, earthquakes, and other natural disasters.
14. Technology is available in every classroom.

## PHONE NUMBERS for EMERGENCIES

Use **911** for emergencies

**REMEMBER: Dial 9 to reach an outside line on most school phones (i.e. dial 9, then 911). The exception is the public phone in the front office nurses window and the fax machine phone.**

OTHER PHONE NUMBERS			
582-2843 OFFICE EXTENSIONS		Non-Emergency Numbers	Utilities
100	School Secretary	SCHOOL RESOURCE OFFICER 582-3122	WATER & SEWAGE: Well/Septic on site
101	Administrative Secretary	HANFORD POLICE DEPT. 585-2540	REFUSE: Fresno Hauling 1 800-531-5203
102	Superintendent/Principal	KINGS COUNTY FIRE DEPT. 584-9276	ELECTRIC: SO.CALIF. EDISON 1-800-727-5555
103	Business Manager	KINGS COUNTY SHERIFF'S DEPT. 584-9276	GAS: THE GAS CO. 1-800-427-2200
104	Business Clerk	ANIMAL CONTROL (Sheriff) 584-9214	TELEPHONE: SBC 1-888-791-7427 or 611
105	Student Specialist	POISON CONTROL 1-800-404-4646	
110	Kindergarten Room 1	AMERICAN AMBULANCE 585-6800	
DIAL 1+Room Number for classrooms (i.e. 142 for Room 42, etc.)			

Any person reporting an emergency shall call the office and report to the superintendent-principal or his/her designee immediately after doing so.

## **BASIC EMERGENCY PLAN**

### **GENERAL GUIDELINES**

1. **Take action based on known facts, size up the situation, and remain calm.** Panic can be one of the greatest dangers to students. Staff should remember that in times of stress, students will look for leadership in those who are normally in an authoritative position.
2. **Principal implements plans.** The school Superintendent/Principal is authorized to implement plans as described herein or take such other action as may in his/her judgment, be necessary to save lives and mitigate the effect of disasters.
3. **Minimize injury or loss of life.** A well-prepared and tested plan for prompt and positive protective action minimizes injuries and loss of life in a major disaster.
4. **Teachers take roll books and pen.** The teacher must keep a roll book of the pupils with him/her at all times in order to take roll in an emergency.
5. **Inform (key) faculty on specific procedures.** All school members must be thoroughly familiar with the contents of the safe school plan. Staff executes actions as directed.
6. **Provide status report to Superintendent/Principal as soon as possible.**

### **ANNUAL EVALUATION AND PLANNING**

#### **PLAN IMPLEMENTATION**

The plan will be:

- Initiated by the principal or designee when conditions exist which warrant its implementation.
- Implemented by all staff, who will remain at school and perform those duties as assigned until released by the principal or designee.
- Reviewed and updated annually (Education Code 32286).

Emergency and disaster functions have been pre-assigned.

#### **HAZARD ASSESSMENT**

Each school year, prior to the arrival of the classified and certificated staff, the principal and/or designee will complete a physical survey of the school grounds and identify any hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open areas.

#### **STAFF ORIENTATION/TRAINING**

All school staff will be provided training regarding this plan by the principal or designee at the beginning of each school year.

## **PRACTICE DRILLS**

In accordance with state law:

- Fire drill will be conducted monthly during each school year.
- An earthquake “**DROP, COVER AND HOLD**” drill will be conducted each trimester. (EC 35297)
- Test earthquake plan or portions thereof, on a rotating basis at least twice during the school year. (Section 560, Title V, California Administrative Code)
- All students and staff will participate in these mandated drills.

## **PARENT NOTIFICATION/RESPONSIBILITY**

Parents will be an integral part in developing and reviewing safety plans annually. In addition pertinent components of this plan will be communicated to parents by means of the student handbook and other means of regular communication with parents.

The plan will be reviewed and updated annually by the Superintendent (Education Code 32286) and reviewed annually with the School Site Council.

All parents will complete the student emergency card and designate individuals who are authorized to pick up their son/daughter in the event of an emergency.

## **SUPPLIES AND EQUIPMENT**

Disaster supplies and equipment are maintained as follows:

- Basic emergency first aid kits are maintained in each classroom and carried by yard supervisors
- Tools and other equipment for controlling utilities and shutting off utilities are at each shut off location.

## **EMERGENCY FILE**

An emergency file containing student emergency cards will be maintained in the school office in such a manner as to facilitate the easy removal of the file during evacuation of the school office.

## **COMMUNICATIONS**

During an emergency, telephones and cellular telephones will only be used to report emergency conditions or to request assistance. In the event that telephone and/or electrical service are interrupted, other means of communications will be relied upon to relay information. A bullhorn, messenger, or “runners” may be utilized within the school grounds.

It shall be within the purview of the district superintendent to disseminate information to the public. The school principal or designee will:

- Be the primary point of contact for emergency response personnel
- Designate a staff member to monitor all communications and radio broadcast, and to disseminate that information to the school staff.



## EMERGENCY ACTIONS

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and the students. The following Emergency Actions are detailed in the Disaster Response Procedure section. Each staff member must become familiar with each Emergency Action Plan and be prepared to complete the assigned responsibilities.

- All clear
- Directed Transportation
- Duck, Cover and Hold
- Leave Building
- Stand By
- Convert School
- Drop and Cover
- Evacuation
- Secure Building
- Take Cover

## PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS

Every staff member (principal, teacher, custodian, secretary, etc.) has responsibility for performing certain duties in times of emergency.

**Principal:** The principal or designee will assume overall direction of emergency procedures.

The Principal will perform the following:

1. Direct the evacuation, lockdown or other appropriate response of buildings, using emergency signals and other procedures, as required in event of fire, threat of explosion, earthquake or other crisis.
2. Arrange for the physical transfer of students when flood, approaching fire or other crisis threatens their safety.
3. Orders teachers to move students to designated areas of safety within the school when such action is deemed necessary.
4. Communicate with police, sheriff, fire, and other emergency personnel. All questions are to be referred to the Principal or his/her designee.

**Teachers:** Each teacher is responsible for the direct supervision of students assigned to them at the time of any emergency. Those teachers who may not have students to supervise, such as during a prep period, will report to the office to be assigned specific duties during the emergency.

(continued...)

*Teachers will:*

1. Direct the evacuation of students to designated assembly areas in accordance with warning signals, written notification, or orders from the principal.
2. Give the "Drop" command during an earthquake or other emergency as warranted.
3. Direct students to protect themselves.
4. Take roll when the class regroups at the designated assembly area.
5. Report to the principal the names of any students who are unaccountably absent.
6. Send students who are in need of first aid attention to appropriate person(s) trained to administer first aid.
7. Ensure compliance of students with emergency warning signals, drills and announcements.
8. Ensure students are released in an orderly manner and document who the student is released to.
9. Ensure they have their classroom emergency kit, copy of emergency procedures and checklist.

**Custodians:** Custodian(s) will be responsible for the use of emergency equipment, the handling of supplies, and the safe use of available utilities.

*Custodial staff will:*

1. Survey the school site and report damage to the principal.
2. Direct and assist in rescue operations, as required.
3. Direct and assist in fire fighting activities until regular fire fighting personnel take over.
4. Control main shut-off valves for gas, water, and electricity and take other preventative measures to minimize hazards that may result from broken or down lines.
5. Conduct routine evaluation of the school grounds to identify potential safety hazards and take steps to correct them.
6. Disburse emergency equipment, as needed.
7. Take necessary steps to conserve usable water supply.

**School Secretaries/Clerical Staff:** School secretaries will assist as needed.

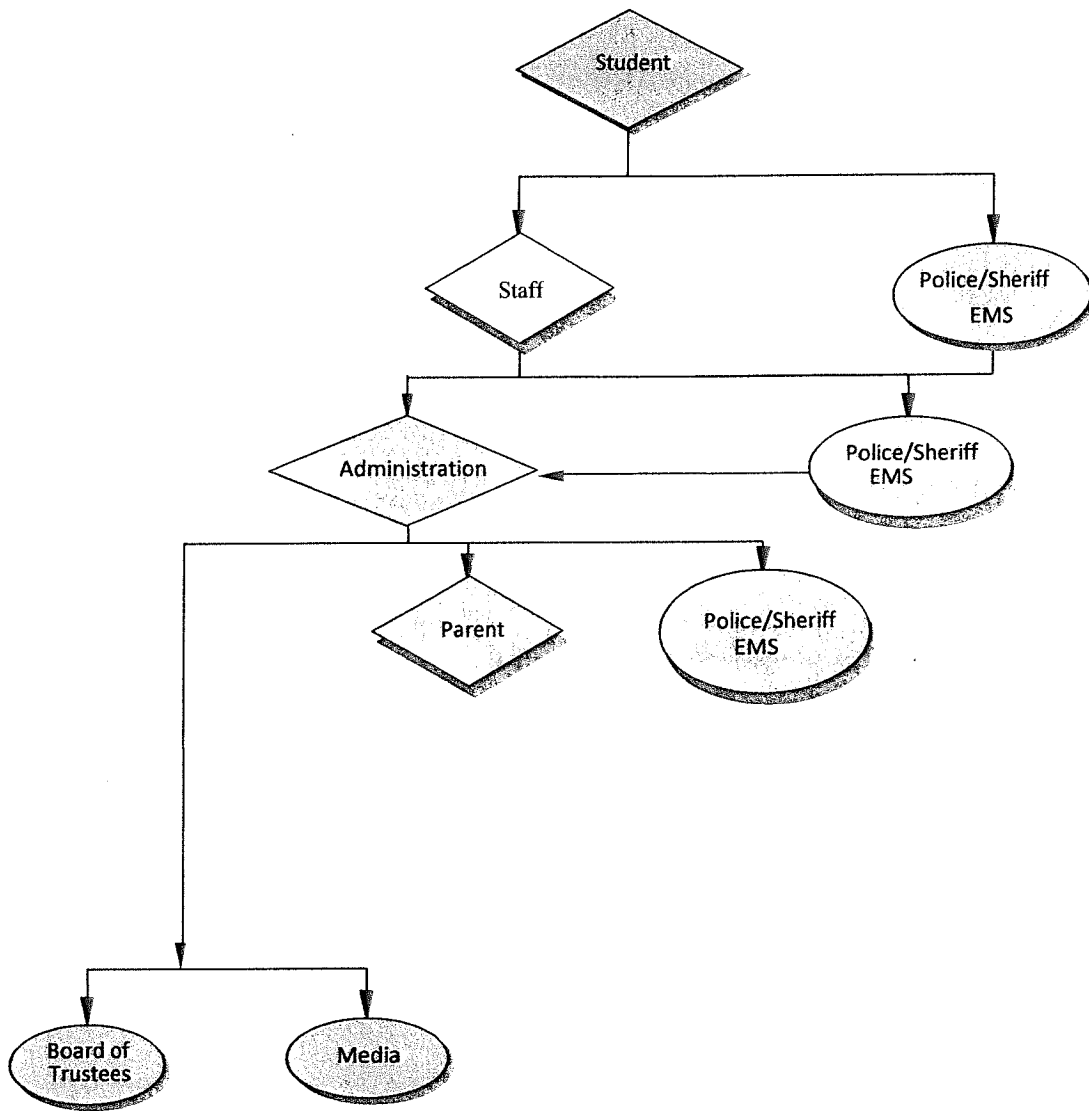
*Secretary/Clerical staff will:*

1. Provide for the safety and accessibility of attendance records and emergency data cards.
2. In evacuation, be responsible for bringing copies of student emergency cards and schedules to the designated area.
3. Provide up-to-date attendance information.
4. Handle incoming telephone traffic.
5. Continue to provide necessary secretarial duties.
6. Monitor emergency radio broadcasts.
7. Act as messengers when needed
8. Perform other duties as assigned by the principal.

**VISITOR PROCEDURES**

Except in certain cases (i.e. a large public event), all visitors must check in at the office before proceeding to their destination on campus. visitors will be given a pass to indicate they have permission to be on campus.

## COMMUNICATION PROTOCOL



**All emergency actions: The bell system or fire alarm system will be consistent and will be the first notification in case of an emergency.** The verbal announcement will vary depending on the situation.

**BREAK OR LUNCH:** If an emergency should happen during break or lunch, **ALL** students and teachers will report to the prescribed evacuation areas and wait for further instructions:

- The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)
- The amphitheater (additional staff)
- The basketball court South East of the preschool (preschool/Mid Valley)

# EVACUATION AREAS

## KIT CARSON SCHOOL

Evacuation Area Map

BUS  
BARN

### PRESCRIBED EVACUATION AREAS

The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)

The amphitheater (additional staff)

The basketball court South East of the preschool (preschool/Mid Valley)

STAFF  
ROOM

ROOMS 11-18

LIBRARY

ROOMS 21-26

ROOM 1

ROOMS 31-34

OFFICE

ROOMS 41-44

MULTI-  
PURPOSE  
ROOM

ROOMS  
51 & 52

EVACUATION AREA

LOWER  
GRADE  
COURTS

EVACUATION AREA



EVACUATION AREA

UPPER  
GRADE  
COURTS



## **EMERGENCY ACTION: EVACUATE BUILDINGS/FIRE**

**Signal:** The fire alarm will signal an evacuation.

**Announcement:**

- Fire alarm (bell or horn signal)
- Teachers should get their roll books prior to leaving the area.
- Use public address system or messengers to deliver additional information to teachers in evacuation area (s).

**Description:**

- The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety (Regrouping areas).
- This **ACTION** is followed by further direction as appropriate.

**When Used:**

- Fire
- Bomb threats
- Chemical accidents
- Explosion or threat of explosion
- Post earthquake
- Other occurrence, which make school buildings unsafe.

## **EMERGENCY ACTION: DUCK, COVER AND HOLD**

**Signal:** One long continuous bell for approximately 20 seconds. An announcement will follow.

**Announcement:** An oral command to “**DUCK, COVER AND HOLD**”, students and staff who are inside should immediately drop to the floor, get under a desk or table and hold. Desks and tables should be arranged so that they do not face the windows as much as possible.

**When Outside:**

- Upon the command “**DUCK, COVER AND HOLD**”, students and staff should immediately move away from buildings or other structures (preferable to the prescribed evacuation areas) which might topple over on top of them, drop to the ground, face down and cover their head with their arms, remain in this position until the **ALL CLEAR** is given.

**When Used:**

This action is appropriate for:

- Earthquake
- Explosions
- Surprise Attack

## **EMERGENCY ACTION: LOCKDOWN & SECURE BUILDINGS**

**Signal:** A series of short bell rings for approximately 20 seconds. An announcement will follow.

**Announcement:** An announcement in person or the telephone intercom system.

**Example:**

- **"YOUR ATTENTION PLEASE, CODE RED, SECURE BUILDING, REPEAT: CODE RED."**
- Teachers should initiate this ACTION on their own anytime they hear extremely violent behavior, gunshots or other major disturbances outside their classroom.

**Description:**

- Teachers and other staff members are to immediately lock their classroom doors and have students move away from windows. If needed have students lie on the floor.
- Teachers should close blinds or shades if safe to do so.
- Teachers and students are to remain in this condition until the **contacted by staff in person or on the phone**. Teachers will then resume normal classroom operations.
- This ACTION will not normally be preceded by any warning ACTION.

**When Used:**

- Extreme Violence
- Gunfire
- Escaped Prisoners
- Armed Students

## **EMERGENCY ACTION: DIRECTED TRANSPORTATION/SCHOOL EVACUATION**

**Signal:** The fire alarm is the evacuation alarm. Students and staff will follow the EVACUATE BUILDINGS/FIRE procedure.

**Announcement (as applicable):** **"YOUR ATTENTION PLEASE, WE ARE EVACUATING THE SCHOOL GROUNDS. REPEAT: WE ARE EVACUATING THE SCHOOL GROUNDS. PLEASE, REPORT TO THE BUS LOADING AREA."**

Use messengers or other means as an alternate method of notifying staff.

**Description:**

If possible, students and staff will be loaded into school buses or other school vehicles and moved from the area of danger to a safer location. Personal vehicles will be used as a last resort.

- Teachers will escort their classes to the bus loading area.
- If there is a need to wait due to a lack of bus drivers, students will remain assembled at the fire drill area or upon evaluation by staff, another appropriate area.

This ACTION is considered appropriate for, but not limited to, the following emergencies:

- Flood
- Fire
- Chemical accident

## **EMERGENCY ACTION: STAY INSIDE/GO INSIDE**

**Signal:** Two regular school bells, one after another. An announcement will follow.

**Announcement:** An announcement in person, the public address system or telephone intercom.

**“ATTENTION, PLEASE. ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION. REPEAT, ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION.”**

**Description:**

- If outside, teachers and students are to return to their classrooms.
- If inside, teachers will hold students in their classrooms until further information is received.
- This ACTION must be followed by further direction.
- It is important to follow up with additional information as soon as possible after this ACTION is called.

**When Used:**

This **ACTION** is appropriate for ALL disasters or emergencies, especially storm warnings.

## **EMERGENCY ACTION --ALL CLEAR**

**Signal:** One long bell is the all clear signal.

**Announcement:** “YOUR ATTENTION, PLEASE: ALL CLEAR. REPEAT: ALL CLEAR. PLEASE RETURN TO YOUR NORMAL ACTIVITY.”

Use the intercom system, telephone, messengers or runners to deliver message of **ALL CLEAR** signal if necessary.

**Description:**

This action signifies the end of the Emergency Action that was initiated.

Teachers should immediately begin discussion, activities, etc., to assist students in following proper procedure and to minimize any anxiety students may have.

**When Used:**

This Action is used as the final Action to conclude:

- Duck, Cover and Hold
- Leave Building
- Stand-By
- Take Cover
- Secure Building

**NOTE: The “All Clear” signal is NOT used in a LOCKDOWN situation**

# SPECIFIC EMERGENCY PROCEDURES

## AIR POLLUTION EPISODES

The National Weather Service will notify the District of an Air Pollution Alert and the schools will be notified via telephone.

1. **Advisory Alert**
  - Vigorous and strenuous activities will be reduced and/or shortened
2. **Warning**
  - Strenuous activity will be discontinued or canceled
3. **Emergency**
  - Remain indoors and restrict movement as much as possible
  - In case of medical emergency contact principal or call (911)

## BOMB THREAT – CODE BLACK

DO NOT USE ANY ELECTRONIC DEVICES: CELL PHONES, RADIOS OR BELLS MAY ACTIVATE BOMB

CODE BLACK

### I. INSIDE BUILDING

- ↓
- A. Do not hang up phone.  
(Person receiving call from bomber)
  - B. Send runners or use bullhorn to announce evacuation
  - C. IMPLEMENT EVACUATION PROCEDURE:
    1. Grab emergency kit & roster sheet
    2. Leave building to designated area
    3. If any child is unable to evacuate implement buddy system
    4. Do not use any electronic devices.  
Cell phones, radios or bells may activate bomb
    5. Avoid contact with all objects

6. Render first aid
7. Take roll
8. Hold up red card if student is missing

### II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY

- ↓
- A. Return to teacher you have after lunch at designated area



## EARTHQUAKE - DUCK, COVER, AND HOLD

### **I. INSIDE BUILDING**

- A. Move away from windows, light fixtures & other objects that may fall.
- B. Execute "duck, cover and hold" procedure underneath desks
- C. After movement stops

#### IMPLEMENT EVACUATION PROCEDURE:

- 1. Grab emergency kit & roster sheet
- 2. Leave building to designated area
- 3. If any child is unable to evacuate implement buddy system
- 4. Avoid contact with all objects
- 5. Render first aid
- 6. Take roll
- 7. Hold up red card if student is missing

### **II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY**

- A. Move to open space – away from buildings, trees and overhead power lines
- B. Execute "duck, cover and hold" procedure
- C. Be aware of your surroundings
- D. Return to teacher you have after lunch at designated area
- E. Notify administrator for missing child.



## **EXPLOSION**

### **I. INSIDE BUILDING**

- A. Fire alarm
- B. Grab emergency kit & roster sheet
- C. Implement evacuation procedure to designated area
- D. Render first aid
- E. If any child is unable to evacuate implement buddy system
- F. Do not return to the building until police department officials declare the area safe
- G. Hold up red card if student is missing

### **II. OUTSIDE BUILDING: DURING LUNCH & RECESS, P.E. OR OUTDOOR ACTIVITY**

- A. Move to open space – away from explosion
- B. Execute “duck, cover and hold” procedure
- C. Be aware of your surroundings
- D. Return to teacher you had before lunch at designated area
- E. After explosion is over contact site administrator
- F. Notify administrator for missing child
- G. Return to teacher you have after lunch at designated area

## **FALLEN AIRCRAFT**

- 1. Grab emergency kit
- 2. **All students/employees will be kept at a safe distance, allowing for possible explosion**
- 3. Render first aid as needed
- 4. Take roll
- 5. Notify police and fire department/emergency 911
- 6. Further direction from fire department and police will be given

## FIRE

### **I. INSIDE BUILDING**

1. Fire alarm
2. Grab emergency kit & roster sheet
3. Evacuate to designated area
4. Render first aid
5. If any child is unable to evacuate  
implement buddy system
6. Take roll
7. Hold up red card if student is missing
8. Do not return to the building until  
fire department officials declare the  
area safe

### **II. OUTSIDE BUILDING: FIRE DURING LUNCH & RECESS**

1. Return to teacher you have  
after lunch at designated area

## FIREARMS OR OTHER WEAPONS

### FIRE ARMS OR OTHER WEAPONS (POSSIBLE SUSPECTED WEAPONS)

#### **CODE YELLOW**

- Notify site administrator immediately
- Teacher to notify office **(CODE YELLOW)**

### IF WEAPON IS BRANDISHED IN THREATENING WAY (NO ACTIVE SHOOTER)

#### **CODE RED**

- Implement lock down procedure
- Instruct students to get down and take cover
- Do not raise voice or challenge the person
- Do what you are asked to do within reason
- Do not panic
- Do not plan to be a hero. Await police

## FIRST AID EMERGENCY

### ➤ REMEMBER TO PROTECT YOURSELF – (I.E. GLOVES OR BARRIER CPR MASKS)

#### A. AIRWAY OPEN -

Clear airway by positioning or heimlich

#### B. BREATHING –

If none, start rescue breathing with CPR – (one way valve)

#### C. CIRCULATION –

Apply direct pressure; control bleeding with gauze or barrier

(1) Check pulse at the neck (carotid artery)

(2) If no pulse start CPR

(2 ventilations)

(15 compressions)

(Call for help)

#### D. DEFORMITY – (DO NOT MOVE UNLESS IN DANGER)

(BROKEN BONES)

(1) Immobilize if possible (do not move if obvious fracture)

(2) Call for help

#### E. ENVIRONMENTAL SAFETY

(HEAT EMERGENCY)

(1) Move away from source and protect

(2) Cool off using cool water or blanket

### SEIZURES

- Gently assist to the floor or ground
- Keep crowd away
- Do not try to restrain
- Do not put anything in mouth
- Don't put hand underneath head.
- Put soft object (if possible shoe or other) underneath head
- Provide privacy – cover if possible
- After seizure stops, roll onto side
- Call 911

**HAZARDOUS MATERIALS- CODE BLACK**  
**CHEMICALS, GAS LEAKS, PESTICIDES, PIPE LINE RUPTURE, TOXIC GASES**

- Notify fire department/emergency (911)
- Remove exposed students & staff safely away from contaminant exercise caution not to expose others
- Teachers must turn off cooling/heating system
- Close windows and doors
- Wait and follow further instructions from fire department

**HOSTAGE SITUATION IN A CLASSROOM OR ON A SCHOOL BUS- CODE RED**

**RESPONSE: (CLASSROOM)**

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. If you are able to, make the hostage taker aware of the fact that you and the students are not a threat and that he/she is in charge.
3. **Keep all children quiet** and if possible keep all students and faculty lying face down **flat** on the floor. This is extremely important. (Should Law Enforcement attempt to resolve the situation with force, they will enter the room prepared to use "Deadly Force").

**RESPONSE: (SCHOOL BUS)**

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. **If you are able to, make the hostage-taker** aware of the fact that you and the students are not a threat and he/she is in charge.
3. Keep all children quiet, and if possible, keep all students on the floor

## **STUDENT MISSING -(CHILD ABDUCTION OR SEXUAL ASSAULT) – CODE ADAM**

NOTIFY SUPERINTENDENT/ PRINCIPAL or Designee

### **VIOLENCE AND CRIME- CODE YELLOW**

- Calmly talk to individual
- Attempt to verbally resolve confrontation
- Call for administrator to either remove students or other individual from area
- Never physically restrain violent individual in any way unless they are causing harm to themselves or others

### **VIOLENCE: CHILD ABUSE**

All school staff are considered mandated reporters and are required to report as follows.

**YOU ARE THE DESIGNATED REPORTER** – Notifying supervisor does not relieve you of this responsibility.

- 1) Report any known or suspected child abuse immediately by telephone to child protective agency (tel.992-5161) or (tel. 582-3241).

#### **Noticeable signs and symptoms and reports include:**

- a.) Physical abuse resulting in a non-accidental physical injury or physical neglect, and reports of sexual abuse, and sexual assault.
- 2) Must be in writing or on designated form within 36 hours directly to CPS (mandated by Penal Code 273 and 11165) and copy to principal. Obtain form from school office.

## APPENDICES

### APPENDIX A

Kit Carson is a rural school almost two miles east of the city of Hanford, California at the junction of Highway 198 and 7<sup>th</sup> Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2013-2014\*: 2

Crimes committed at or during school related functions\*: 0

Crimes committed during non operational hours\*: 2

Description of crimes: See below

Incident(s):

1. Reported Friday, December 19, 2014: Break-in to the bus yard. Thieves attempted to steal the District's service truck and fled the scene when an employee arrived for an early morning shift.
2. Reported Monday, July 27, 2015: Break-in to room 25. An unknown person/number of persons broke a window on the front of room 25 to gain entry. A locked storage container was pried open. 21 Kindle Readers were stolen. A DVD player was stolen. Some classroom supplies were strewn on the floor.

All crimes were reported to the Kings County Sherriff's Office.

\* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

Updated August 3, 2015

### APPENDIX B

## CONTINGENCY PLAN FOR CAMPUS EMERGENCIES

This plan is to be used in conjunction with Kit Carson's Guide to Disaster Preparedness Flip Chart, and the Ensuring a Safe and Orderly Environment Action Plan and Disaster Response Plan portions of the School Safety Plan. In addition to the procedures listed below, Kit Carson School will conduct monthly practice drills to ensure procedures for emergencies run smoothly.

### **WHO TO CONTACT:**

**FIRST:** Notify the Superintendent/principal, Director of Student Services, or other designated

person.

**SECOND:** Notify the Sheriff's Office (Dial 911)

The office number is 582-2843 ext. 100

The Superintendent/Principal's cell phone number is 707-5205.



Students will be trained by their teacher to go to an adult supervisor immediately when they feel unsafe.

There are basically two types of emergencies to be considered:

- **Type 1: Teachers and students go outside or stay outside.** Examples are:

- bomb threat
- when outside during an earthquake or immediately after an earthquake
- during an actual fire

Staff and students are directed to go outside by use of fire alarm or via phone all-call.

- **Type 2: Teachers and students stay inside or go inside.** Examples are:

- violent or deranged person on campus
- shooting on campus
- when inside during an earthquake (duck & cover)
- severe windstorm

### 1) Who to Contact

- a) Person(s) noting the disturbance will immediately notify the Superintendent/Principal or Director of Student Services.
- b) The Sheriff Department will be notified (dial 911).
- c) The office number is 582-2843 ext. 100

### 2) Emergency Procedures

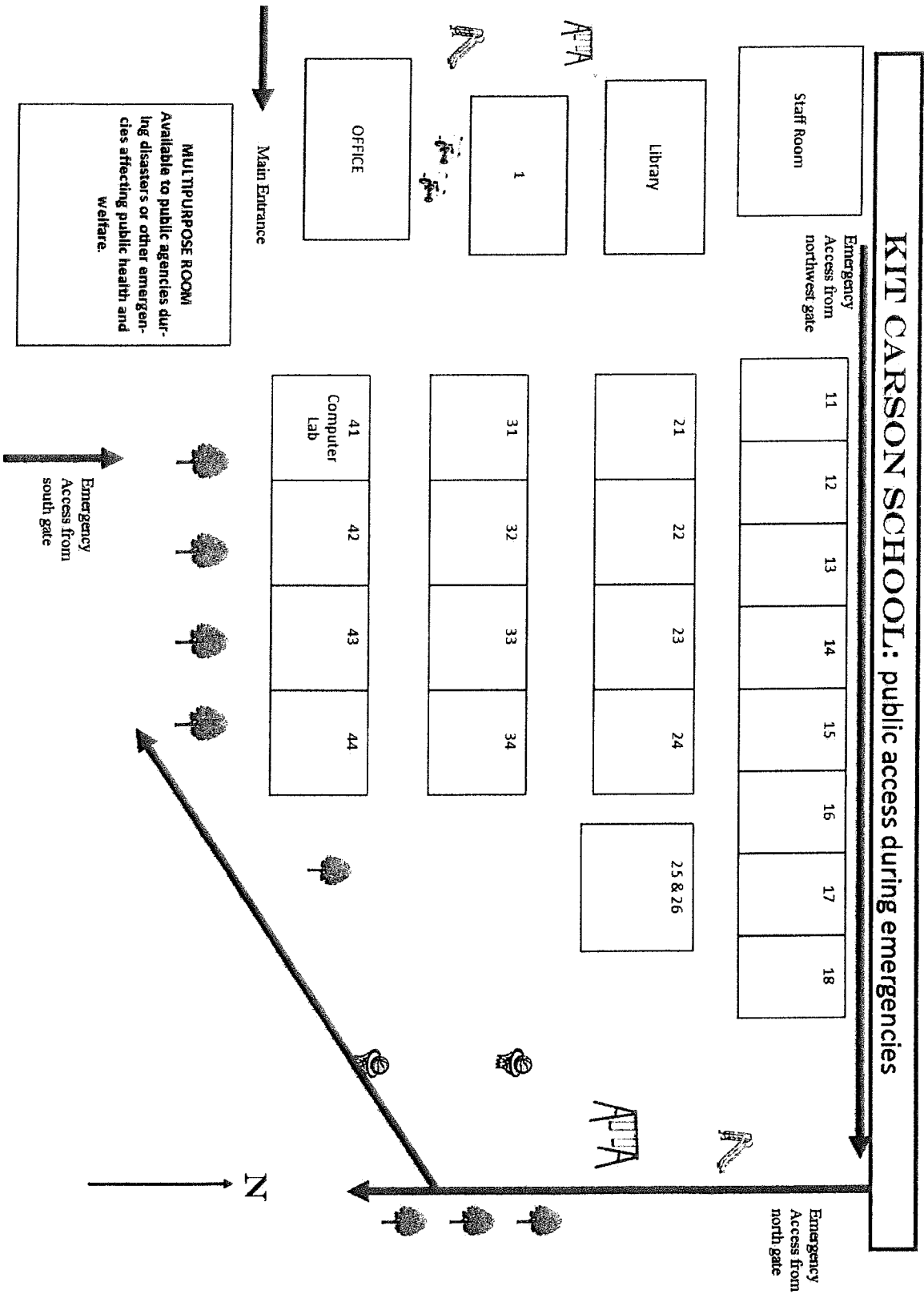
- a) When the fire drill bell rings, students are to leave their room **quickly, quietly, single file, and with their hands behind their backs.**
- b) If students are on the playground or cafeteria when the fire bell rings, they are to **walk** quickly to their class fire drill assigned area.
- c) To indicate an emergency, an announcement will be made over the loudspeakers, or your room will be paged and the words Code Red will be used. Lock your door. An announcement will be made over the loudspeakers to indicate that the emergency is over. The emergency code words are **CODE RED**. As an example, if an emergency occurred in the cafeteria, the Superintendent/Principal, or designee, would announce, CODE RED in the cafeteria. Teachers would lock their doors and keep their class inside. Everyone is to lie face down, cover heads, and remain immobile until given further instructions.
- d) The persons that can declare an emergency are the Superintendent/Principal and, in his absence, the Director of Student Services, the Director of Fiscal Services, the Director of Operations, or the Administrative Secretary, in this order. If the Superintendent/Principal is off campus, he can be reached via cell phone. His cell phone number is (559) 707-5205.
- e) The school cafeteria has been designated as the location where first aid will be administered. The school administrative secretary and office clerical staff will administer first aid. Bus drivers, if available, will also assist. If you suspect a disabling injury, use your judgment before attempting to move the student. Students with head, neck, or back injury should not be moved.
- f) The designated fire drill area is the central area established for students and staff to assemble if the emergency is of the type that everyone goes outside (like after an earthquake).

- g) Instructional aide will help assure that all students are united with their teachers. They are then to report to the cafeteria to help with first aid and the contacting of the parents of injured students.
- h) Teachers must have with them the class roster at all times during emergencies. Students who are in other locations on campus are to join their class out in the field. **All students must be accounted for.**
- i) To account for students quickly, the teacher will take roll when classes assemble out on the playground (the same location where they assemble for a fire drill). Teachers will take attendance immediately. Parents will not be allowed in the area where students are assembled. Students will be brought to their parents.
- j) Psychologists will be contacted to provide any needed counseling that should take place.
- k) The Superintendent and Director of Operations will make an inspection of the school to make an assessment of damages. Damages will be repaired as quickly as possible. Every effort will be made to open school the following day.
- l) The office has been designated as the rumor control/information post. The Superintendent/Principal or designee is the spokesperson to advise the media and respond to questions and concerns.

*NOTE: If there is shooting when students are on the playground, students are to drop to the ground immediately. They're not to run away from the emergency. Running would be more dangerous to the student.*

## **AFTER SCHOOL PROGRAM**

The After School Site Coordinator will assist in all campus emergencies, working as directed under site administration. The After School Site Coordinator is the Administrative Designee after school hours.



# SITE COUNCIL APPROVED ADDITIONS TO THE PLAN:

## EMERGENCY PROCEDURE--SCHOOL CLOSURE PLAN

### DURING SCHOOL HOURS

#### Administrator

1. Set up a Command Center (need phone line or communication capacity).
  2. Meet with the Administrative team.
  1. Alert Superintendent of the situation.
  2. Investigate the situation.
    - o Contact agencies to ascertain hazardous or unsafe conditions (HPD/KCSO, HFD/ KCFD).
    - o Assess duration of emergency, especially if utilities are affected.
    - o Assess possible effects on welfare of students and staff.
  5. Recommend to Superintendent whether or not to close the school.
    - o **Note: Only Superintendent is authorized to close schools.**
  6. Administration will arrange for early bus pick up through Transportation.
  7. Notify students/staff of decision via memo, e-mail, or announcements if the emergency occurs during class.
    - o Activate the alarm system before school, recess and lunch, to clear incident area and to ensure students' safety.
    - o Teachers should immediately take attendance.
- In the memo include:
- o Nature of the emergency.
  - o Assure students/staff of safety.
  - o Instruct classes to assemble in the designated areas.
8. The crisis team will direct cars to park in the parking area and parents will report to the designated areas to pick up their children (names will be announced over the PA system):
    - o Direct classroom aide and Special Education teachers to assist physically handicapped students.
  9. Ensure orderly release:
    - o The crisis team will control incoming traffic - keep traffic flowing.
    - o Cars will not be allowed to stop in the main entrance area.
    - o Parents will park their cars and report to the cafeteria.
    - o Crisis Management Team will announce names of students over the PA system.
    - o Teachers will release students only to authorized persons (check release list).
  10. Submit written report on Emergency Closing of School to the District Office immediately following closure.

### DURING NON-SCHOOL HOURS

1. Alert Superintendent of the situation that might possibly require school closure.
2. Investigate the situation:
  - o Contact agencies to ascertain hazardous or unsafe conditions.
  - o Assess duration of emergency, especially if utilities are affected.
  - o Assess possible effects on welfare of students and staff.
3. Determine whether teachers should report to work or report to alternate site according to contract.
4. Determine whether release of classified staff is necessary.
5. Notify district transportation coordinator if buses are not needed.
6. Notify parents of the situation. Request media assistance if necessary.
7. Submit report on Emergency Closing of School to the District Office immediately following closure.

## **EMERGENCIES BEFORE SCHOOL, DURING BREAK AND AFTER SCHOOL**

### **Administrator or designee**

3. Assess situation.
4. Administration and crisis team:
  - Keep students calm.
  - Use PA system or bullhorn to instruct students to gather immediately in their rooms.
  - Assist teachers with lining students up.
  - Assist teachers with attendance.
3. Follow Second Site Evacuation Plan.

## **EMERGENCY PROCEDURE--DANGEROUS ANIMAL**

1. Isolate students from the animal.
2. Notify Administration.
3. Contact Kings County Animal Control.
4. If the animal has injured anyone, the staff member will call for medical assistance:
  - If a student has been injured, office personnel will contact the parents and provide information to the parents on the condition of their child and where the child will be taken for treatment.
  - If possible, attempt to keep the animal under observation for capture by Animal Control.

## **EMERGENCY PROCEDURE--SHOOTING/SNIPER**

These procedures apply to dangers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

### **DURING CRISIS:**

- **RUN/GET OUT:** Run away from the intruder. Consider all exits and ground floor windows.
- **HIDE/LOCK OUT:** Keep the intruder out of your area. A locked door is good, but barricading and/or tying off doors can also delay an intruder.
- **FIGHT/TAKE OUT:** As a last resort, fight back! If HIDE/Lock OUT and RUN/Get OUT fail, or are not possible, fight back using any available means. Do not give the intruder passive victims!

### **Teachers/Staff**

#### **IF OUTSIDE**

1. Staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter and not gather in groups.

#### **IF INSIDE (or once inside)**

1. Staff, students and visitors should turn off lights, lock all doors and windows, and close the curtains, if it is safe to do so.
2. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator.

3. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
4. Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.

Administrator or Designee(s)

1. Initiate lockdown procedures and call 911, giving as much detail as possible about the situation, including the following, if possible:
  - Shooter's location
  - Injuries
  - Potential for additional shooting.
2. Secure the school buildings, if appropriate.
3. Assist students and staff in evacuating from immediate danger to a safe area.
4. Care for the injured to the extent practicable until emergency personnel arrive.
5. Refer media calls, contacts, and questions to the school district spokesperson.
6. Meet with Superintendent to prepare a news or information release.
7. Notify parents and guardians per school district policies, if appropriate.
8. Hold an information meeting with all staff, if appropriate.
9. Initiate the grief-counseling plan, as appropriate.

School Reach Suggested Implementations (grade level appropriate)

Department of Homeland Security  
Security Advisory System

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. For all threat conditions, it is important that we remain vigilant, prepared and ready to deter terrorist attacks. The following threat conditions each represent an increasing risk of terrorist attacks. Beneath each threat condition are some suggested protective measures, recognizing that the heads of Federal and State departments and agencies are responsible for developing and implementing appropriate agency-specific protective measures.

1. **Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks. Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement.
  - refine and exercise as appropriate preplanned protective measures
  - ensure personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures
  - institutionalize a process to assure all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and that all reasonable measures are taken to mitigate these vulnerabilities.
2. **Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the protective measures taken in the previous threat condition, Federal and State department agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
  - check communications with designated emergency response or command locations
  - review and update emergency response procedures
  - provide the public with any information that would strengthen its ability to act appropriately
3. **Elevated Condition (Yellow):** An elevated condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the protective measures that they develop and implement.
  - increase surveillance of critical locations
  - coordinate emergency plans as appropriate with nearby jurisdictions
  - assess precise characteristics of the threat and determine any necessary refinement(s) of the preplanned protective measures
  - implement, as appropriate, contingency and emergency response plans
4. **High Condition (Orange):** A high condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
  - coordinate necessary security efforts with Federal, State and local law enforcement agencies or any National Guard or other appropriate armed forces organization
  - take additional precautions at public events and consider alternative venues or cancellation
  - prepare to execute contingency procedures such as moving to alternate sites and dispersing the workforce
  - restrict access to threatened facilities to essential personnel only

5. **Severe Condition (Red):** A Severe condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for long periods of time. In addition to the protective measures in the previous threat conditions, Federal and State departments and agencies also should consider the following general measures in conjunction with the agency-specific protective measures that they develop and implement.
- increase or redirect personnel to address critical emergency needs
  - assign emergency response personnel and pre-position and mobilize specially trained teams and resources
  - monitor, redirect and/or constrain transportation systems
  - close public and government facilities

The threat level advisory system serves as a basic guideline for emergency preparedness throughout the nation. In the event of a specific and localized emergency that may affect a site in the Kit Carson Union School District, the Superintendent/Principal or designee will invoke the Safety Plan and take appropriate actions to help ensure the safety of students, staff and visitors.



# KIT CARSON SCHOOL

Assessment of current status of school crime  
2015-2016

Kit Carson is a rural school almost two miles east of the city of Hanford, California at the junction of Highway 198 and 7<sup>th</sup> Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2015-2016\*: 1

Crimes committed at or during school related functions\*: 0

Crimes committed during non operational hours\*: 1

Description of crimes: See below

Incident(s):

1. Reported Monday, July 27, 2015: Break-in to room 25. An unknown person/number of persons broke a window on the front of room 25 to gain entry. A locked storage container was pried open. 21 Kindle Readers were stolen. A DVD player was stolen. Some classroom supplies were strewn on the floor.

All crimes were reported to the Kings County Sherriff's Office.

\* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

Updated February 4, 2016

Agenda Item:

6b

Consider approval of the Kit Carson Union Elementary School District's Educators Effectiveness Funds Plan

From: Shelley Leal

Purpose: To approve the funds that may be used to support the professional development of certificated teachers, administrators and paraprofessional educators.

Superintendent's Recommendation: Consideration for approval

**Kit Carson Union Elementary School District  
Educator Effectiveness Funds Plan  
November 2015**

Educator Effectiveness funds may be used to support the professional development of certificated teachers, administrators, and paraprofessional educators. Funds can be expended for any of the following purposes:

1. Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code.
2. Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies.
3. Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.08, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the Education Code.
4. To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

### Stakeholder Input

Date	Involvement	Impact on Plan
5/2015	Teachers, Administration	Needs include: New math curriculum to align closely with the common core standards
9/21/15	Teachers, Administration	Needs include: Developing Academic Vocabulary, Plan for More Reading, Plan for the use of Technology, Intervention, Plan for Student Engagement  Specific requests for: training on Step Up to Writing, coaching for Bridges math curriculum
10/2015	Administration	Needs include: Professional learning in the area of reading instruction, student engagement structures, and writing
10/28/15	Administration, Paraprofessionals	First Aide and CPR training needed, Orton Gillingham training needed, math, ELA, and writing training needed.

### Planned Expenditures

Professional Development	Staff Attending	Total Expenditure	Allowable Expenditure
BTSA	2 Teachers	\$5,000	#1
Common Core Math, Bridges Coaching	11 Teachers 2 Administrators	\$7,000	#3
Common Core Math, CPM curriculum	2 Teachers 2 Administrators	\$5,000	#3
Writing, Step up to Writing	15 Teachers 2 Administrators	\$3,000	#3

Special Education Strategies, Linda Mood Bell	1 Teacher	\$3,000	#1
Student Engagement Strategies, Kagan coaching	15 Teachers 2 Administrators	\$6,000	#4
Instructional Rounds, Coaching	15 Teachers 2 Administrators	\$1,000	#4
Technology Support, Google, Chromebooks	15 Teachers 2 Administrators	\$3,000	#4
	Kit Carson Total	\$26,397	
	Mid Valley Total	\$2,933	

# School Climate Health & Learning

## CALIFORNIA SURVEY SYSTEM

### Data Verification and Report Order Form

All FOUR pages of this form must be completed and returned at sign-up. Reports cannot be generated without this form.

District Name:	Kit Carson Union Elementary School		District CDS Code:	16-63958	
Contact Name:	Margaret DeSantos		Administration:	<input checked="" type="checkbox"/> Fall 2015	<input type="checkbox"/> Spring 2016
Mailing Address:	9895 7th Avenue		Secondary Consent Type:	<input type="checkbox"/> Active	<input type="checkbox"/> Passive
City:	Hanford		Zip:	93230	
Email:	mdesantos@kitcarsonschool.com		Phone:	559-582-2843	
Superintendent Name:	Todd Barlow		Phone:	559-582-2843	
Total District Enrollment of each grade level to be surveyed. (This section will self populate once site level enrollment is entered on page 2.)			Email:	tbarlow@kitcarsonschool.com	
5th: 40			Notes:	NT	
6th: 0			10th: 0	11th: 0	12th: 0
7th: 34			9th: 0	10th: 0	11th: 0
8th: 0			12th: 0	13th: 0	14th: 0
9th: 0			15th: 0	16th: 0	17th: 0
10th: 0			18th: 0	19th: 0	20th: 0
11th: 0			21st: 0	22nd: 0	23rd: 0
12th: 0			24th: 0	25th: 0	26th: 0
13th: 0			27th: 0	28th: 0	29th: 0
14th: 0			30th: 0	31st: 0	32nd: 0
15th: 0			33rd: 0	34th: 0	35th: 0
16th: 0			36th: 0	37th: 0	38th: 0
17th: 0			39th: 0	40th: 0	41st: 0
18th: 0			42nd: 0	43rd: 0	44th: 0
19th: 0			45th: 0	46th: 0	47th: 0
20th: 0			48th: 0	49th: 0	50th: 0
21st: 0			51st: 0	52nd: 0	53rd: 0
22nd: 0			54th: 0	55th: 0	56th: 0
23rd: 0			57th: 0	58th: 0	59th: 0
24th: 0			60th: 0	61st: 0	62nd: 0
25th: 0			63rd: 0	64th: 0	65th: 0
26th: 0			66th: 0	67th: 0	68th: 0
27th: 0			69th: 0	70th: 0	71st: 0
28th: 0			72nd: 0	73rd: 0	74th: 0
29th: 0			75th: 0	76th: 0	77th: 0
30th: 0			78th: 0	79th: 0	80th: 0
31st: 0			81st: 0	82nd: 0	83rd: 0
32nd: 0			84th: 0	85th: 0	86th: 0
33rd: 0			87th: 0	88th: 0	89th: 0
34th: 0			90th: 0	91st: 0	92nd: 0
35th: 0			93rd: 0	94th: 0	95th: 0
36th: 0			96th: 0	97th: 0	98th: 0
37th: 0			99th: 0	100th: 0	101st: 0
38th: 0			102nd: 0	103rd: 0	104th: 0
39th: 0			105th: 0	106th: 0	107th: 0
40th: 0			108th: 0	109th: 0	110th: 0
41st: 0			111th: 0	112th: 0	113th: 0
42nd: 0			114th: 0	115th: 0	116th: 0
43rd: 0			117th: 0	118th: 0	119th: 0
44th: 0			120th: 0	121st: 0	122nd: 0
45th: 0			123rd: 0	124th: 0	125th: 0
46th: 0			126th: 0	127th: 0	128th: 0
47th: 0			129th: 0	130th: 0	131st: 0
48th: 0			132nd: 0	133rd: 0	134th: 0
49th: 0			135th: 0	136th: 0	137th: 0
50th: 0			138th: 0	139th: 0	140th: 0
51st: 0			141st: 0	142nd: 0	143rd: 0
52nd: 0			144th: 0	145th: 0	146th: 0
53rd: 0			147th: 0	148th: 0	149th: 0
54th: 0			150th: 0	151st: 0	152nd: 0
55th: 0			153rd: 0	154th: 0	155th: 0
56th: 0			156th: 0	157th: 0	158th: 0
57th: 0			159th: 0	160th: 0	161st: 0
58th: 0			162nd: 0	163rd: 0	164th: 0
59th: 0			165th: 0	166th: 0	167th: 0
60th: 0			168th: 0	169th: 0	170th: 0
61st: 0			171st: 0	172nd: 0	173rd: 0
62nd: 0			174th: 0	175th: 0	176th: 0
63rd: 0			177th: 0	178th: 0	179th: 0
64th: 0			180th: 0	181st: 0	182nd: 0
65th: 0			183rd: 0	184th: 0	185th: 0
66th: 0			186th: 0	187th: 0	188th: 0
67th: 0			189th: 0	190th: 0	191st: 0
68th: 0			192nd: 0	193rd: 0	194th: 0
69th: 0			195th: 0	196th: 0	197th: 0
70th: 0			198th: 0	199th: 0	200th: 0
71st: 0			201st: 0	202nd: 0	203rd: 0
72nd: 0			204th: 0	205th: 0	206th: 0
73rd: 0			207th: 0	208th: 0	209th: 0
74th: 0			210th: 0	211st: 0	212nd: 0
75th: 0			213rd: 0	214th: 0	215th: 0
76th: 0			216th: 0	217th: 0	218th: 0
77th: 0			219th: 0	220th: 0	221st: 0
78th: 0			222nd: 0	223rd: 0	224th: 0
79th: 0			225th: 0	226th: 0	227th: 0
80th: 0			228th: 0	229th: 0	230th: 0
81st: 0			231st: 0	232nd: 0	233rd: 0
82nd: 0			234th: 0	235th: 0	236th: 0
83rd: 0			237th: 0	238th: 0	239th: 0
84th: 0			240th: 0	241st: 0	242nd: 0
85th: 0			243rd: 0	244th: 0	245th: 0
86th: 0			246th: 0	247th: 0	248th: 0
87th: 0			249th: 0	250th: 0	251st: 0
88th: 0			252nd: 0	253rd: 0	254th: 0
89th: 0			255th: 0	256th: 0	257th: 0
90th: 0			258th: 0	259th: 0	260th: 0
91st: 0			261st: 0	262nd: 0	263rd: 0
92nd: 0			264th: 0	265th: 0	266th: 0
93rd: 0			267th: 0	268th: 0	269th: 0
94th: 0			270th: 0	271st: 0	272nd: 0
95th: 0			273rd: 0	274th: 0	275th: 0
96th: 0			276th: 0	277th: 0	278th: 0
97th: 0			279th: 0	280th: 0	281st: 0
98th: 0			282nd: 0	283rd: 0	284th: 0
99th: 0			285th: 0	286th: 0	287th: 0
100th: 0			288th: 0	289th: 0	290th: 0
101st: 0			291st: 0	292nd: 0	293rd: 0
102nd: 0			294th: 0	295th: 0	296th: 0
103rd: 0			297th: 0	298th: 0	299th: 0
104th: 0			300th: 0	301st: 0	302nd: 0
105th: 0			303rd: 0	304th: 0	305th: 0
106th: 0			306th: 0	307th: 0	308th: 0
107th: 0			309th: 0	310th: 0	311st: 0
108th: 0			312nd: 0	313rd: 0	314th: 0
109th: 0			315th: 0	316th: 0	317th: 0
110th: 0			318th: 0	319th: 0	320th: 0
111st: 0			321st: 0	322nd: 0	323rd: 0
112nd: 0			324th: 0	325th: 0	326th: 0
113rd: 0			327th: 0	328th: 0	329th: 0
114th: 0			330th: 0	331st: 0	332nd: 0
115th: 0			333rd: 0	334th: 0	335th: 0
116th: 0			336th: 0	337th: 0	338th: 0
117th: 0			339th: 0	340th: 0	341st: 0
118th: 0			342nd: 0	343rd: 0	344th: 0
119th: 0			345th: 0	346th: 0	347th: 0
120th: 0			348th: 0	349th: 0	350th: 0
121st: 0			351st: 0	352nd: 0	353rd: 0
122nd: 0			354th: 0	355th: 0	356th: 0
123rd: 0			357th: 0	358th: 0	359th: 0
124th: 0			360th: 0	361st: 0	362nd: 0
125th: 0			363rd: 0	364th: 0	365th: 0
126th: 0			366th: 0	367th: 0	368th: 0
127th: 0			369th: 0	370th: 0	371st: 0
128th: 0			372nd: 0	373rd: 0	374th: 0
129th: 0			375th: 0	376th: 0	377th: 0
130th: 0			378th: 0	379th: 0	380th: 0
131st: 0			381st: 0	382nd: 0	383rd: 0
132nd: 0			384th: 0	385th: 0	386th: 0
133rd: 0			387th: 0	388th: 0	389th: 0
134th: 0			390th: 0	391st: 0	392nd: 0
135th: 0			393rd: 0	394th: 0	395th: 0
136th: 0			396th: 0	397th: 0	398th: 0
137th: 0			399th: 0	400th: 0	401st: 0
138th: 0			402nd: 0	403rd: 0	404th: 0
139th: 0			405th: 0	406th: 0	407th: 0
140th: 0			408th: 0	409th: 0	410th: 0
141st: 0			411st: 0	412nd: 0	413rd: 0
142nd: 0			414th: 0	415th: 0	416th: 0
143rd: 0			417th: 0	418th: 0	419th: 0
144th: 0			420th: 0	421st: 0	422nd: 0
145th: 0			423rd: 0	424th: 0	425th: 0
146th: 0			426th: 0	427th: 0	428th: 0
147th: 0			429th: 0	430th: 0	431st: 0
148th: 0			432nd: 0	433rd: 0	434th: 0
149th: 0			435th: 0	436th: 0	437th: 0
150th: 0			438th: 0	439th: 0	440th: 0
151st: 0			441st: 0	442nd: 0	443rd: 0
152nd: 0			444th: 0	445th: 0	446th: 0
153rd: 0			447th: 0	448th: 0	449th: 0
154th: 0			450th: 0	451st: 0	452nd: 0
155th: 0			453rd: 0	454th: 0	455th: 0
156th: 0			456th: 0	457th: 0	458th: 0
157th: 0			459th: 0	460th: 0	461st: 0
158th: 0			462nd: 0	463rd: 0	464th: 0
159th: 0			465th: 0	466th: 0	467th: 0
160th: 0			468th: 0	469th: 0	470th: 0
161st: 0			471st: 0	472nd: 0	473rd: 0
162nd: 0			474th: 0	475th: 0	476th: 0
163rd: 0			477th: 0	478th: 0	479th: 0
164th: 0			480th: 0	481st: 0	482nd: 0
165th: 0			483rd: 0	484th: 0	485th: 0
166th: 0			486th: 0	487th: 0	488th: 0
167th: 0			489th: 0	490th: 0	491st: 0
168th: 0			492nd: 0	493rd: 0	494th: 0
169th: 0			495th: 0	496th: 0	497th: 0
170th: 0			498th: 0	499th: 0	500th: 0

See Attached Fee Schedule

Visit the website to view all available modules and applicable grade levels: <a href="https://chks.wested.org">https://chks.wested.org</a>		District Reports Included	
CHKS Administered:	Elem: <input checked="" type="checkbox"/>	Core: <input type="checkbox"/>	ENROLLMENT TOTAL: 74
Indicate Any Series 1 Modules Administered (No Additional Fee)		Total Cost Series 2 Modules	
<input type="checkbox"/> Tobacco <input type="checkbox"/> School Climate <input type="checkbox"/> Elementary Health <input type="checkbox"/> Elementary SEHM		<input type="checkbox"/> CalMHSA <input type="checkbox"/> BHC <input type="checkbox"/> Physical Health <input type="checkbox"/> SEHM <input type="checkbox"/> Resilience <input type="checkbox"/> Sexual Behavior <input type="checkbox"/> Safety <input type="checkbox"/> Military <input type="checkbox"/> Other	
Indicate Any Series 2 Modules Administered (\$100 Each)		Custom Fee	
<input type="checkbox"/> Tobacco <input type="checkbox"/> School Climate <input type="checkbox"/> Elementary Health <input type="checkbox"/> Elementary SEHM		<input type="checkbox"/> DASM <input type="checkbox"/> Gang Risk <input type="checkbox"/> Safety <input type="checkbox"/> Military <input type="checkbox"/> Other	
Custom Work (Module development, setup and reporting) Contact Regional Center For Fees 888.841.7536			
Elementary Raw Data Set:	<input type="checkbox"/> SPSS <input type="checkbox"/> Tab Delimited	Secondary Raw Data Set:	<input type="checkbox"/> SPSS <input type="checkbox"/> Tab Delimited
CSCS (Staff Surveying, con't pg. 3) Free when administered with the CHKS. As a stand alone survey please refer to fee schedule.			
CSPS (Parent Surveying, con't pg. 4) Please refer to the attached fee schedule to determine the estimated cost or call 888.841.7536			
Date Survey Completed/ Forms Received		Defs Used:	
Date Elem. Scanned # scanned		Estimate Page 1 \$0.00	
Date Sec. Scanned # scanned		Estimate Page 2 \$0.00	
		Estimated Total \$0.00	



Agenda Item:

6c Consider approving the School Calendar for 2016-2017 school years

From: Todd Barlow

Purpose: To approve the 2016-2017 School Calendar

**Superintendent's Recommendation:** Consideration for approval



**KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT  
DRAFT 2016/2017 SCHOOL CALENDAR**



MONTH	M	T	W	Th	F	Month #	Days Taught	Significant Dates	EXPLANATION
AUGUST	1 {8} 15 22 29	2 {9} 16 23 30	3 <10 17 24 31	{4} 11 18 25 1	{5} 12 19 26 2	1	18	Aug 4-5 Aug 8-9 Aug 10 Aug 15	Teacher PD Day Teacher Work Days First Day of School Back to School Night
SEPTEMBER	5 12 19 {26}	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	2	18	Sept 5  Sept 23 Sept 26	Labor Day  T1 Progress Reports Issued Conferences all day
OCTOBER	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	3	20		
NOVEMBER	31 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	4	16	Nov 4 Nov 10 Nov 11 Nov 23-25	End of Trimester 1 (61d) T1 Report Cards Issued Veteran's Day Thanksgiving Break
DECEMBER	28 5 12 19 26	29 6 13 20 27	30 7 14 21 28	1 8 15 22 29	2 9 16 23 30	5	15	Dec 16 Dec 19	Early Release Winter Break
JANUARY	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 {27}	6	13	Jan 16 Jan 20 Jan 27	MLK Day T2 Progress Reports Issued Teacher PD Day
FEBRUARY	30 6 13 20	31 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	7	18	Feb 13 Feb 20	Lincoln's birthday Washington's birthday
MARCH	27 6 13 20	28 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	8	20	March 3 March 10 March 13	End of trimester 2 (62d) T2 Report Card Issued Conferences 1:45 – 4:15 PM
APRIL	27 3 10 17	28 4 11 18	29 5 12 19	30 6 13 20	31 7 14 21	9	14	April 10-17 April 21	Spring Break T3 Progress Reports Issued
MAY	24 1 8 15	25 2 9 16	26 3 10 17	27 4 11 18	28 5 12 19	10	20	May 18	Open House (Early Release)
JUNE	22 29	23 30	24 31	25 1>]	26	11	8	May 29 June 1	Memorial Day End of trimester 3 (57d) & Last Day of School (Early Release)
						TOTAL	180		T3 Report Cards Issued

[ ] Teacher work year      { } Teacher work days      < > Student year      Holidays

**Early out days – 1:30 p.m. every Monday**

*Testing dates to be determined*

**BOARD APPROVAL DATE: TBD**

Updated: 2/02/2016

Agenda Item:

6d

Consider approving the Request For Allowance of Attendance Because of Emergency Conditions  
J13-A Form

From: Shelley Leal

Purpose: To consider approval of the J13-A Form for Allowance of Attendance due to Emergency Conditions. On January 17, 2014, Governor Brown proclaimed a State of Emergency throughout California due to severe drought conditions. With the decrease in water available in the Central Valley, many farms have reduced or eliminated production. This decrease in production reduces the amount of employees needed to work at the farms. This is causing some families to look for work elsewhere outside of the district.

**Superintendent's Recommendation:** Consideration for approval

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
BECAUSE OF EMERGENCY CONDITIONS  
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: **Kit Carson Union Elementary School District**

School District (or Charter School) Address: **9895 7<sup>th</sup> Ave., Lemoore, Ca. 93245**

County-District Code: **16-63958**

County Name: **Kings**

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most

districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

California Department of Education

Form J-13A

## SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School(s):  
(if request covers all schools, write "all schools")

School Code(s):

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):  
All school year

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

**MATERIAL DECREASE**

Nature of Emergency (describe):

**Drought**-On January 17, 2014, Governor Brown proclaimed a State of Emergency throughout California due to severe drought conditions. The impacts of the drought have been significantly evident in the agriculturally based Central Valley. With the decrease in water available in the Central Valley, many farms have reduced or eliminated production. This decrease in production reduces the amount of employees needed to work at the farms. This is causing some families to look for work elsewhere outside of the district. We have provided documents and articles reflecting the state of agriculture in Kings County.

Name of School: All Schools

School Code(s): 6010482 Kit Carson Elementary  
6113120 Mid Valley Charter

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) All school year during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October or May ADA): 5.70 students per day.  
Estimated daily attendance multiplied by number of days of material decrease, yields  
809.40 days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):

ADA for school month beginning on August 13, 2014 and ending on April 10, 2015  
(142 days for ADA calculation purposes).

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
------	------	-------------------

This is a district-wide submission for loss of ADA. Please refer to ADA P-2 comparison schedule included with application packet attachments

**LOST OR DESTROYED ATTENDANCE RECORDS**

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with \_\_\_\_\_, 2\_\_\_\_, up to and including, \_\_\_\_\_, 2\_\_\_\_.

Describe circumstances and extent of records loss or destruction:

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

We, members constituting a majority of the governing board of the Kit Carson Union Elementary school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

## Joe Oliveira

### Signatures

Signature, Title \_\_\_\_\_ Todd Barlow, Superintendent/Principal  
of \_\_\_\_\_ Kings County, California

Phone:559-582-2843 Fax : 559-582-9565 E-mail: sleal@kitcarsonschool.com

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

**AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the Mid Valley charter school, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Alejandro Acosta

Andy Atsma

Sheree Deniz

Joe Oliveira

Printed Names

Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this 10th day of February, 2016.

Signature, Title Todd Barlow, Superintendent/Principal  
of Kings County, California

Contact/Individual responsible for preparing this form:

Name: Shelley Leal Title: CBO

Phone: 559-582-2843 Fax : 559-582-9565 E-mail: sleal@kitcarsonschool.com

**Approval by Superintendent of Authorized Local Educational Agency (LEA)**

Signature, Title Todd Barlow, Superintendent/Principal  
of Kit Carson Union Elementary School District (LEA).

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_  
Date: \_\_\_\_\_

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature, Title \_\_\_\_\_  
of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

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

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_





# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT



Superintendent/Principal  
Todd Barlow

9895 7<sup>th</sup> Avenue – Hanford, CA 93230 -- (559) 582-2843 – Fax (559) 582-7565

Board of Trustees  
Alejandro Acosta  
Andy Atsma  
Sheree Deniz  
Joe Oliveira

February 10, 2016

Mr. Tom Torlakson  
California State Superintendent of Schools  
1127 11<sup>th</sup> Street, Suite 331  
Sacramento, CA 95814

Dear State Superintendent Torlakson,

Attached is Kit Carson Union Elementary School District's Form J-13A, Request for Allowance of Attendance because of Emergency Conditions. As you are aware, Governor Brown issued a Proclamation of a State of Emergency on January 17, 2014, in which he declared, "... a state of emergency to exist in the State of California due to current drought conditions." Kit Carson's request is to recover the lost attendance due to the impact of the drought in the Central Valley.

Our District has been impacted by the drought. As is represented in the chart, our ADA has continued to fall over the last two years. We also expect that our decline may continue in the future due to the impact of the drought.

We have attached documentation of news articles about the impact to the local economy and families. Farming is the number one industry in the district. The drought is having a direct impact on the primary industry in the district.

Our District applauds and thanks you for your support and concern for the needs of our students during this drought emergency. We sincerely appreciate your consideration and efforts to provide financial support to offset the students we have lost. This financial support would ensure that the District can maintain programs and services for its students.

Sincerely,

Todd Barlow  
Superintendent/Principal

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*"Where students come first"*

**Kit Carson Union Elementary School District**

2013-14 to 2014-15 ADA Comparison

<b>Kit Carson Elementary</b>	<b>Prior P-2 ADA 2013-14</b>	<b>Current P-2 ADA 2014-15</b>	<b>Difference Between Current &amp; Prior ADA</b>
Kinder	45.47	34.85	-10.62
Grade 1	39.32	38.73	-0.59
Grade 2	49.21	35.85	-13.36
Grade 3	35.99	53.92	17.93
Grade 4	46.32	39.85	-6.47
Grade 5	33.36	49.73	16.37
Grade 6	52.83	32.27	-20.56
Grade 7	35.55	53.41	17.86
Grade 8	41.23	35.04	-6.19
Grade 9			
Grade 10			
Grade 11			
Grade 9-12 EI P			
Grade 6-8 Comm Day			
Grade 9-12 Comm Day			
Plus J-13A approved for H1-N1		0.7	0.7
	379.28	374.35	-4.93
		<b>Total Decrease</b>	<b>-4.93</b>
		<b>Total MV Decrease</b>	<b>-0.77</b>
		<b>Total Decrease</b>	<b>-5.70</b>

<b>Kit Carson Union Elementary School District</b>
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2013-14 to 2014-15 ADA Comparison

**Mid Valley Charter**

	Prior P-2 ADA 2013-14	Current P-2 ADA 2014-15	Difference Between Current & Prior ADA
Kinder	1	1.98	0.98
Grade 1	2.07	0.17	-1.9
Grade 2	1.17	3.85	2.68
Grade 3	4.77	1.11	-3.66
Grade 4	1.83	2	0.17
Grade 5	2.98	1.86	-1.12
Grade 6	2.35	2.98	0.63
Grade 7	1.16	4.21	3.05
Grade 8	1.85	0.25	-1.6
Grade 9			
Grade 10			
Grade 11			
Grade 9-12 EI P			
Grade 6-8 Comm Day			
Grade 9-12 Comm Day			
	19.18	18.41	-0.77
		Total Decrease	-0.77