

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

October 21, 2015; 6:30 PM

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

**1. Open session**

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

**2. Public comments & public hearings**

- a. *Public comment: In order to ensure that members of the public are provided a meaningful opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time that matter's is taken up by the Board. Presentations are limited to 3-5 minutes per person, per topic.*
- b. *Local Control Accountability Plan (LCAP) input. Pursuant to Education Code 52060(g) the Board welcomes public input on topics related to the District's LCAP. Input from community members during this portion of the meeting will be used to guide district personnel in planning, writing, implementing, and updating the LCAP. The superintendent will provide a written response upon request. The LCAP is available on the district's 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. Update on fence project

**5. Action items**





- a. Consider approving the minutes of September 16, 2015 Board meeting
- b. Consider approving Interdistrict Requests
- c. Review and approve the Bills and Warrants
- d. Consider approving the Kings Valley Academy ASAM Application
- e. Consider ratifying the Agreement between Kings View Counseling Services and Kit Carson Union Elementary School District
- f. Consider ratifying the Contract between Kit Carson Union Elementary School District and Envision Consulting Group, Inc. for the School Accountability Report Card (SARC)
- g. Consider ratifying the Agreement between Kit Carson Union Elementary School District and Tulare County Superintendent of Schools for the Tulare County Beginning Teacher Support & Assessment (BTSA) Induction Program
- h. Consider approving and adopting the second reading of certain Board Policies and Administrative Regulations

**6. Future Planning and Adjournment**

- a. Next Regular Board Meeting: Wednesday, November 18, 2015
- b. Future board agenda items
- c. Adjourn meeting

**Closed Session:** *No closed session.*

# OCTOBER 12 – NOVEMBER 14 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 NO SCHOOL  PARENT TEACHER CONFERENCES ALL DAY	13 VB PRACTICE 240-345 PTC MEETING 6:30	14 DRAMA PRACTICE FB PRACTICE 240-430	15 VB PRACTICE 240-345 FB PRACTICE 240-430	16	17 FOOTBALL & VOLLEYBALL TOURNAMENTS @ HCS SCHEDULE TBD
18	19  PARENT TEACHER CONFERENCES 1:45-4:15	20	21 DRAMA PRACTICE BOARD MEETING 6:30 PM	22	23 7:30 TO 2:00 PM-8TH GRADERS TO KEARNEY PARK	24
25	26 RED RIBBON WEEK 9:50-1PM 2ND & 3RD GRADERS TO VOSSLER FARMS 9:15 - CABINET MEETING 2:05 - FACULTY MEETING/ COLLABORATION IN RM 31	27 RED RIBBON WEEK	28 RED RIBBON WEEK BMX ASSEMBLY 1:30 PM DRAMA PRACTICE	29 RED RIBBON WEEK CITIZENSHIP LUNCH 11:30 K-3 12:05 4-8 BEST DAY	30 RED RIBBON WEEK 9:00 AM -TRICK OR TREAT FOR "K" AT DOWNTOWN HANFORD HALLOWEEN CLASS PARTIES 2:00 PM 	31
1 TIME CHANGE	2	3	4 DRAMA PRACTICE	5 BEST DAY	6 END OF FIRST TRIMESTER	7
8	9 GRADES DUE FOR REPORT CARDS & ELIGIBILITY	10 PTC MEETING 6:30	11 NO SCHOOL VETERANS DAY 	12 DRAMA PRACTICE	13 REPORT CARDS GO HOME	14

Agenda Item:

4a	Update on fence project
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From: Todd Barlow

Purpose: To present an update on the progress of the fence project

Superintendent’s Recommendation: Informational only



# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT



Superintendent/Principal  
Todd Barlow

9895 7th Avenue, Hanford, CA 93230 - - (559)582-2843 fax: (559)582-7565

Board of Trustees

Andy Atsma  
Alejandro Acosta  
Sheree Deniz  
Joe Oliveira

October 1, 2015

**To: Spence Fence Company Enterprises**  
1145 No. Miller Park Ct.  
Visalia, CA 93291

**Re: Creation of List Of Contractors Interested in Bidding on Kit Carson Union Elementary School District Fencing Project**

Dear Sir or Madam:

Thank you for the Estimate you sent us on July 28, 2015. Pursuant to Public Contract Code section 22036, the Kit Carson Union Elementary School District (District) is creating lists of contractors interested in performing public works projects for the District. School districts performing public works projects that cost above \$15,000 are required undergo procedures that align with the California Uniform Public Construction Cost Accounting Act. This includes creation of a list of qualified contractors who are interested in bidding on such projects. Please see the notice below:

**NOTICE TO CONTRACTORS OF OPPORTUNITY TO BE INCLUDED IN  
KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT'S LIST(S) OF CONTRACTORS  
INTERESTED IN INFORMAL AND FORMAL CONSTRUCTION CONTRACTS BEING BID FOR WORK  
(PER SECTION 22036 OF THE PUBLIC CONTRACT CODE)**

**THE DISTRICT IS SPECIFICALLY INTERESTED IN:  
*Contractors with a B License (General Contracting) or C-13 License (Fencing Contractor)***

Interested contractors, please provide the following information to the District:

1. **Contractor's Name & Address:** The name and address to which the District should send notices of District projects.
2. **Contractor's Phone Number:** The phone number at which the contractor may be reached.
3. **Type of Work:** The type of work for which the contractor is licensed and interested in
4. **License Classification & Number:** The class of contractor license(s) held and the contractor's license number(s).
5. **Evidence of Commercial General Liability and Automobile Liability Insurance:** Include the limits on liability.
6. **Evidence of Ability to Provide Payment and Performance Bonds:** Include your bonding capacity.

Questions may be directed to: Shelley Leal at: [sleal@kitcarsonschool.com](mailto:sleal@kitcarsonschool.com)

Please provide the above information to the District at the following address:

**Kit Carson Union Elementary School District**  
Attn: CBO  
9895 7th Avenue  
Hanford, CA 93230

We invite you to submit information to be included on our list of contractors. Please note that we are also including notice inviting informal bids. Informal bidding forms are available on our website at [www.kitcarsonschool.com](http://www.kitcarsonschool.com) under the "Public Works Projects" menu.

The District looks forward to receiving your submittal. Thank you.



# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT



Superintendent/Principal  
Todd Barlow

9895 7th Avenue, Hanford, CA 93230 -- (559)582-2843 fax: (559)582-7565

Board of Trustees  
Andy Atsma  
Alejandro Acosta  
Sheree Deniz  
Joe Oliveira

Todd Barlow, Superintendent/Principal  
October 1, 2015

**To:** American Fence Builders  
1826 N. West Street  
Tulare, CA 93274

**Re:** Creation of List Of Contractors Interested in Bidding on Kit Carson Union Elementary School District Fencing Project

Dear Sir or Madam:

Thank you for the Estimate you sent us on July 21, 2015. Pursuant to Public Contract Code section 22036, the Kit Carson Union Elementary School District (District) is creating lists of contractors interested in performing public works projects for the District. School districts performing public works projects that cost above \$15,000 are required undergo procedures that align with the California Uniform Public Construction Cost Accounting Act. This includes creation of a list of qualified contractors who are interested in bidding on such projects. Please see the notice below:

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(PER SECTION 22036 OF THE PUBLIC CONTRACT CODE)**

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Interested contractors, please provide the following information to the District:

7. **Contractor's Name & Address:** The name and address to which the District should send notices of District projects.
8. **Contractor's Phone Number:** The phone number at which the contractor may be reached.
9. **Type of Work:** The type of work for which the contractor is licensed and interested in
10. **License Classification & Number:** The class of contractor license(s) held and the contractor's license number(s).
11. **Evidence of Commercial General Liability and Automobile Liability Insurance:** Include the limits on liability.
12. **Evidence of Ability to Provide Payment and Performance Bonds:** Include your bonding capacity.

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The District looks forward to receiving your submittal. Thank you.



# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT



Superintendent/Principal  
Todd Barlow

9895 7th Avenue, Hanford, CA 93230 -- (559)582-2843 fax: (559)582-7565

Board of Trustees  
Andy Atsma  
Alejandro Acosta  
Sheree Deniz  
Joe Oliveira

Todd Barlow, Superintendent/Principal  
October 1, 2015

**To:** Champi Fencing  
615 North Tenth Avenue  
Hanford, CA 93230

**Re:** Creation of List Of Contractors Interested in Bidding on Kit Carson Union Elementary School District Fencing Project

Dear Sir or Madam:

Thank you for the Estimate you sent us on July 29, 2015. Pursuant to Public Contract Code section 22036, the Kit Carson Union Elementary School District (District) is creating lists of contractors interested in performing public works projects for the District. School districts performing public works projects that cost above \$15,000 are required undergo procedures that align with the California Uniform Public Construction Cost Accounting Act. This includes creation of a list of qualified contractors who are interested in bidding on such projects. Please see the notice below:

**NOTICE TO CONTRACTORS OF OPPORTUNITY TO BE INCLUDED IN  
KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT'S LIST(S) OF CONTRACTORS  
INTERESTED IN INFORMAL AND FORMAL CONSTRUCTION CONTRACTS BEING BID FOR WORK  
(PER SECTION 22036 OF THE PUBLIC CONTRACT CODE)**

**THE DISTRICT IS SPECIFICALLY INTERESTED IN:  
*Contractors with a B License (General Contracting) or C-13 License (Fencing Contractor)***

Interested contractors, please provide the following information to the District:

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15. **Type of Work:** The type of work for which the contractor is licensed and interested in
16. **License Classification & Number:** The class of contractor license(s) held and the contractor's license number(s).
17. **Evidence of Commercial General Liability and Automobile Liability Insurance:** Include the limits on liability.
18. **Evidence of Ability to Provide Payment and Performance Bonds:** Include your bonding capacity.

Questions may be directed to: Shelley Leal at: [sleal@kitcarsonschool.com](mailto:sleal@kitcarsonschool.com)

Please provide the above information to the District at the following address:

**Kit Carson Union Elementary School District**  
Attn: CBO  
9895 7th Avenue  
Hanford, CA 93230

We invite you to submit information to be included on our list of contractors. Please note that we are also including notice inviting informal bids. Informal bidding forms are available on our website at [www.kitcarsonschool.com](http://www.kitcarsonschool.com) under the "Public Works Projects" menu.

The District looks forward to receiving your submittal. Thank you.

**NOTICE INVITING INFORMAL BIDS PURSUANT TO PUBLIC CONTRACT CODE § 22000, ET SEQ.**  
**(THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT)**

Notice is hereby given that the Governing Board of the Kit Carson Union School District will receive up to, **but not later than, October 22, 2015, at 2:00 PM local time**, and will then publicly open and read aloud at 9895 7th Avenue, Hanford, California 93230, bids for the following project:

**KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT FENCE PROJECT**

Such bids shall be received at the office of the Superintendent at 9895 7th Avenue, Hanford, California 93230.

**A NON-MANDATORY bidders' conference will be held on Thursday, October 8, 2015 at 10:00 a.m.** at 9895 7th Avenue, Hanford, California 93230 for the purpose of acquainting all prospective bidders with the bid documents and the work site.

Each bid must conform and be fully responsive to all documents comprising the contract documents.

Each bid shall be made on forms prepared by the District in the contract documents.

The Governing Board has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft, classifications or type of worker needed to execute the contract, including employer payments for health and welfare, pension, vacation, apprenticeship and similar purposes. Copies of the prevailing rates are on file at the District office and shall be made available to any interested party upon request. It shall be mandatory upon the contractor to whom the contract is awarded, and upon any subcontractor under the contractor, to pay not less than the specified rates to all workers employed by them in the execution of the contract. It is the contractor's responsibility to determine any rate change which may have or will occur during the intervening period between each issuance of written rates by the Director of Industrial Relations.

The substitution of appropriate securities in lieu of retention amounts from progress payments in accordance with Public Contract Code Section 22300 is permitted.

A bid bond by an admitted surety insurer on the form provided by the District, cash, or a cashier's check or a certified check, drawn to the order of the Kit Carson Union School District, in the amount of ten percent (10%) of the total bid price, shall accompany the Bid Proposal Form, as a guarantee that the Bidder will, within seven (7) calendar days after the Letter of intent, enter into a contract with the District for the performance of the services as stipulated in the bid. In addition, a 100% Performance Bond and a 100% Payment Bond will be required of the successful bidder.

Each bid must include the name, the location of the place of business, the California contractor license number, and kind of work of each subcontractor who shall perform/work of this contract in excess of one-half of one percent (1/2 of 1%) of the Total Bid or ten thousand dollars (\$10,000) whichever is greater.

No bid may be withdrawn for a period of sixty (60) days after the date set for the opening for bids except as provided pursuant to Public Contract Code Sections 5100 *et seq.*

The District reserves the right to reject any and all bids and to waive any informalities or irregularities in the bidding.

The bidder shall possess at the time the bid is awarded the following classification(s) of Contractor's California State license:

**B License (General Contracting) or  
C-13 Licence Fencing Contractor**

Contact: Todd Barlow

Kit Carson Union School District  
9895 7<sup>th</sup> Ave  
Hanford, CA

DATED: October 1, 2015

# Kit Carson Union Elementary School District

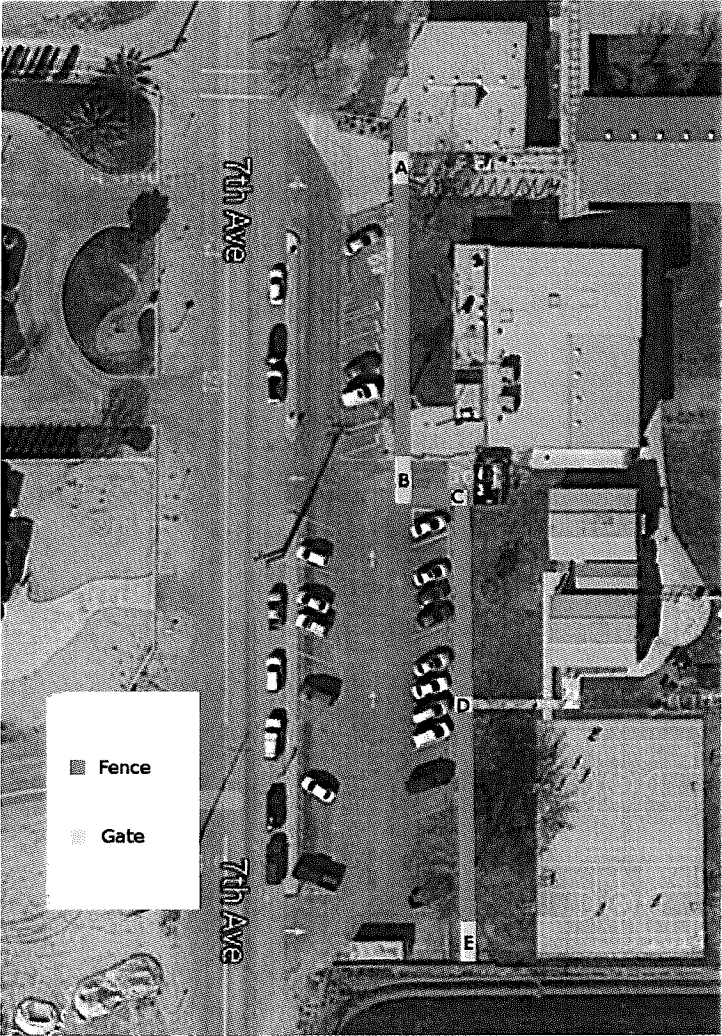
## Kit Carson Elementary School Fence Project Project Parameters

Install new wrought iron fence and gates.

Gate height: 8' per Board direction

Special Instructions: Powder coat fence blue

Installation per the diagram below.



Total Fence Length	To be accurately measured by contractor
Gate Lengths	A: 7'4" inside (8'6" outside) B: 18' C:4' inside D:4' inside E: 18'



KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT

INFORMAL BID PROPOSAL FORM

For

CONSTRUCTION SERVICES PURSUANT TO PUBLIC CONTRACT CODE § 22000, ET SEQ. (THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT)

**PROJECT:**

*Please include the TITLE of the project as listed on the NOTICE INVITING INFORMAL BIDS*

Contractor will perform the work defined in the Contract Documents and fully understands the scope of Work required in this bid and accepts in full payment for that Work the following total lump sum amount, all taxes included:

**TOTAL BID:**

*Please SPELL OUT the DOLLAR AMOUNT, and WRITE the NUMERICAL DOLLAR AMOUNT*

1. **Work.** The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this bid, understands the construction and project management function(s) is described in the Contract Documents.
2. **Schedule.** The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
3. **Subcontractors.** Bidder shall identify the name, the location of the place of business, the California contractor license number, and kind of work of each subcontractor that will perform work or labor or render service in or about the construction of the Work or improvement in an amount in excess of one-half of 1 percent of the Contractor's contract price or ten thousand dollars (\$10,000) whichever is greater.
4. **Bid Bond.** Bidder shall provide with its bid a certified or cashier's check or bidder's bond for an amount not less than ten percent (10%) of the bid amount. The certified or cashier's check or bid bond shall be made payable to the order of the District. If a bid bond accompanies the proposal, the bond shall be secured by an admitted surety company, licensed in the State of California, satisfactory to the District. The certified or cashier's check or bond shall be given as a guarantee that the bidder will enter into the contract if awarded the work, and in the case of refusal or failure to enter into the contract, the District shall have the right to award to another bidder. If the bidder fails or refuses to timely enter into the contract, the District reserves the right to declare the bid bond forfeited and to pursue all other remedies in law or equity relating to such breach including, but not limited to, seeking recovery of damages for breach of contract. Failure to provide bid security, or bid security in the proper amount, will result in rejection of the bid.
5. **Noncollusion Affidavit.** Bidder shall provide with its bid the Noncollusion Affidavit which is attached to the District's Field Contract.
6. **License.** The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

Furthermore, Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name of Bidder:

Signed by:

Title of Signer:

Address of Bidder:

Taxpayer's Identification No. of Bidder:

Telephone Number:

Fax Number:

E-mail:

Web page

Contractor's License No(s): No.:

Class:

Expiration Date:

No.:

Class:

Expiration Date:

Agenda Item:

5a	Consider approving the minutes of September 16, 2015
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From: Margaret DeSantos

Purpose: Consider approval of the Board minutes of the Regular Board meeting of September 16, 2015

Superintendent's Recommendation: Consideration for approval

# KIT CARSON UNION SCHOOL DISTRICT

*Board Meeting Minutes of September 16, 2015*

6:30 pm

## 1. OPEN SESSION

- a) Call to Order: Andy Atsma, President called the meeting to order at 6:32 pm
- b) Members present: Andy Atsma, Alejandro Acosta and Joe Oliveira. Trustee Deniz was absent. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Shelley Leal, Mr. Daryl Archer, Robin Jones, Sheri Kanagawa, and Bernadette Oliveira.
- c) Joe Oliveira led the pledge to the flag.

## 2. Public comments and public hearings

- a. Public comment: No public comment
- b. Local Control Accountability Plan (LCAP)  
No public comment on the LCAP was given. Mr. Barlow stated that the school will have a station available for parents to take the parent survey at the upcoming family night.
- c. Public Hearing: Sufficiency of Instructional Materials  
The public hearing was open at 6:35 pm by President Atsma. Mr. Barlow informed all present that this is an annual item which declares that there is sufficiency of instructional materials for each grade level. There was no comment from the assembled persons. The public hearing was closed at 6:36 pm.

## 3. Presentation, reports and communications

- a) Staff Report:
  - i. Margaret DeSantos stated that Kit Carson has 369 enrolled and Mid Valley is at 20. Mrs. DeSantos all stated that she has been employed with Kit Carson for 16 years as of today.
  - ii. Shelley Leal reported that the she has finished the unaudited actuals for the 2014-15 school year.
  - iii. Robin Jones stated that the sports games are going well
  - iv. Mrs. Kanagawa stated that the school year is going well. She stated that the fundraiser is over. Mrs. Kanagawa also stated that the "K" students are planning to join the morning ceremony at the Basketball courts later in the year, she believe it is an awesome activity for the school.
- b) Board member reports:  
Trustee Oliveira stated that his daughter has moved to the state of Florida, and reported on his trip driving across the country.  
Trustee Acosta - no report  
Trustee Atsma - no report
- c) Superintendent's Report - Mr. Barlow informed the Board of the new Student Council Members: Victoria Ramirez: President, Arrysa Danell: Vice President, Sophia LaMattino:

Treasurer and Darshan Patel: Secretary. He also stated that the new PTC Board Members are Bernadette Oliveira: President and Darryl Archer: Vice President.

Mr. Barlow also reported that he and Robin Jones have recorded a total of 82 classroom walkthroughs since the beginning of the year.

Mr. Barlow reviewed the calendar of events and pointed out Wednesday, September 23rd as Family Night. Several families have RSVP'd; nearly 150 may be in attendance. There will be free hotdogs and lemonade for attendees.

#### 4. Information items

a) First reading of certain Board policies for review and update

Mr. Barlow inquired of the Board members as to the completion of Board Bylaws Policy 9100(a) in regards as to how many consecutive years a member should serve. Trustee Oliveira stated 12.

b) Update of facilities projects

Mr. Barlow reviewed the Facility Project List. He mentioned the installation of an internal fence. After a brief discussion Trustee Oliveira stated that both internal and external fences should be installed.

c) State test scores (CAASPP)

Mr. Barlow reviewed the test scores and stated that the tests were reviewed by the teachers and that parents will be notified of the test results.

#### 5. Action items

a) Consider approving Board minutes of August 19, 2015

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

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

b) Consider approving the Inter-District Request for 2015-2016 school years

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

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

c) Review and accept Bills and Warrants

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

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

d) Consider designating the old Math series as surplus

Mr. Barlow stated that a new Math series has been adopted and he would like to surplus the old math series. It was moved by Trustee Oliveira to approve the request as presented; Trustee Acosta seconded the motion. Motion passed on a 3-0 vote.

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

e) Consider ratifying the contract between Kit Carson Union Elementary School District and School Site Solutions

Mr. Barlow stated that this is an annual item. It was moved by Trustee Atsma to ratify the contract as presented; Trustee Acosta seconded the motion. Motion passed on a 3-0 vote.

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

f) Consider approving the Agreement: between Sierra Outdoor School and Kit Carson Union Elementary School District

Mr. Barlow stated that this is an annual field trip, however the cost has increased by \$10.00. Mr. Barlow also stated that he has looked at another option such as Camp Ocean Pines, their cost is \$180 per student. It was moved by Trustee Oliveira to approving the agreement as presented; Trustee Atsma seconded the motion. Motion passed on a 3-0 vote.

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

g) Consider approving the MOU between Kit Carson Union Elementary School District on Kings Valley Academy Charter School

Mr. Barlow stated that the Governing Board authorized the MOU on the June 17, 2015 board meeting. He also stated that the MOU was reviewed by Shelley Leal. Mr. Barlow stated that Kings Valley Academy will received the tax funds once Kit Carson receives them. It was moved by Trustee Oliveira to approve the MOU as presented; Trustee Atsma seconded the motion. Motion passed on a 3-0 vote.

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

h) Consider approving Resolution 1516-04: Sufficiency of Instructional Materials

Mr. Barlow stated that this is an annual item, and the district does have sufficient materials. It was moved by Trustee Oliveira to approve the Resolution as presented; Trustee Acosta seconded the motion. Motion passed on a 3-0 vote.

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

i) Consider approving the Resolution 1516-03; GANN Limit

Shelley Leal stated that this is an annual item. It was moved by Trustee Oliveira to approve the Resolution as presented; Trustee Atsma seconded the motion. Motion passed on a 3-0 vote.

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

j) Consider approving the current Expense Allocation Agreement

It was moved by Trustee Atsma to approve the Expense Allocation Agreement as presented; Trustee Oliveira seconded the motion. Motion passed on a 3-0 vote.

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

k) Consider approving the Unaudited Actuals

Shelley Leal reviewed the Unaudited Actuals with all present; It was moved by Trustee Acosta to approve the Unaudited Actuals as presented; Trustee Oliveira seconded the motion. Motion passed on a 3-0 vote.

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

l) Consider approving the contract for legal services between Kit Carson Union Elementary School District and Griswold LaSalle

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

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

**6. Future Planning and Adjournment:**

a) Next meeting: Wednesday, October 21, 2015 6:30 PM.

b) Future board agenda items: Possible Board Policy relating to Kindergarten and Transitional Kindergarten enrollment dates:

*Mrs. Kanagawa reported that during the "K" Round-up each student is given a test to determine readiness placement. She stated that it is beneficial for a student to start "K" class at the beginning of the school year. When a student is enrolled several months late, he or she might miss out on key concepts entirely. Mrs. Kanagawa stated that she spoke with the other "K" teacher and, in their opinion, it might be more beneficial for a*

*student who is too young to qualify for Kindergarten or Transitional Kindergarten if parents wait and enroll him or her on first day of school of the following year.*

c) Adjourn meeting at 7:42 pm. No closed session.

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

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

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

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



Agenda Item:

5b	Consider approving Inter-district Request
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From: Todd Barlow

Purpose: Review and consider approving the Inter-district requests.

Superintendent's Recommendation: Consideration for approval

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

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

**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** October 13, 2015

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

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

**Date you wish to have your item considered:**  
October 21, 2015

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

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

	<b><u>Request to Attend Kit Carson School</u></b>		
<b>Code</b>	<b>Last Name</b>	<b>First Name</b>	<b>Recommendation</b>
1516-2-086			Consideration for approval
1516-5-087			Consideration for approval
1516-4-088			Consideration for approval
1516-8-089			Consideration for approval
1516-5-090			Consideration for approval
1516-8-091			Consideration for approval
1516-6-092			Consideration for approval
1516-4-093			Consideration for approval
1516-2-094			Consideration for approval

Agenda Item:

5c	Review and approve the Bills and Warrants
----	---

From: Shelley Leal

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

09/11/2015 - \$2,373.00

09/18/2015 - \$4,294.58

09/25/2015 - \$21,468.20

10/02/2015 - \$9,389.39

10/07/2015 - \$16,426.34

10/09/2015 - \$6,796.78

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	5	\$2,174.29
Credit Card Payments	1	\$198.71

Grand Total for Payments Dated: 09/11/2015 \$2,373.00

☒ Authorized Officer/Employee

Or

☐ Board Members \*



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

Date

KCOE Examination and Approval

By  Date

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

**Warrant Register For Warrants  
Dated 09/11/2015**

9/23/2015 10:35:22AM

<b>Warrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12499676	1218	CITY OF HANFORD UTILITY SERVIC	\$126.73
12499677	331	THE GAS COMPANY	\$174.00
12499678	1126	GRISWOLD LASALLE COBB DOWD & G	\$165.55
12499679	285	ROE OIL CO.	\$1,233.01
12499680	461	VALLEY PBS	\$475.00
<b>Total Amount of All Warrants:</b>			<b>\$2,174.29</b>

**Credit Card Register For  
Payments Dated 09/11/2015**

9/23/2015 10:49:35AM

Document Number	Vendor Number	Vendor Name	Amount
14012781	1093	CALTRONICS BUSINESS SYSTEMS	\$198.71
Total Amount of All Credit Card Payments:			<b>\$198.71</b>

# Commercial Payment Register

## For Payments Dated: 09/11/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12499676	1218	CITY OF HANFORD UTILITY	PV - 150131	0100-0000-0-0000-8200-550030-000	Unrestricted Resources	Water/Sewer	\$126.73
					Total For Fund Number: 0100		\$126.73
12499677	331	GAS COMPANY, THE	PV - 150129	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	Gas	\$126.73
					Total Amount of Payment:		\$174.00
					Total For Fund Number: 0100		\$174.00
12499678	1126	GRISWOLD LASALLE COBB I	PV - 150130	0100-0000-0-0000-7100-580010-000	Unrestricted Resources	Prof. Serv & Oper. Exp. - Legal	\$174.00
					Total For Fund Number: 0100		\$165.55
					Total Amount of Payment:		\$165.55
12499679	285	ROE OIL CO.	PV - 150133	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$1,149.14
					Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$83.87
					Total For Fund Number: 0100		\$1,233.01
12499680	461	VALLEY PBS	PV - 150128	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$1,233.01
					Total Amount of Payment:		\$475.00
					Total For Fund Number: 0100		\$475.00
14012781	1093	CALTRONICS BUSINESS SYS	PV - 150132	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$475.00
					Total For Fund Number: 0100		\$198.71
					Total Amount of Payment:		\$198.71

# **Commercial Payment Register** **For Payments Dated: 09/11/2015**

Page 1 of 1  
9/23/2015 10:35:08AM

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

0100

**Total**  
\$2,373.00  
\$2,373.00

**Total # of Payments: 6**

**Total # of Payments: 6**

**Grand Total: \$ 2,373.00**



# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100	General Fund	
	0000	Unrestricted Resources	\$126.73
	0000	Unrestricted Resources	\$174.00
	0000	Unrestricted Resources	\$165.55
	0000	Unrestricted Resources	\$1,149.14
	0000	Unrestricted Resources	\$83.87
	0000	Unrestricted Resources	\$475.00
		Total for Resource 0000	\$2,174.29
	1100	State Lottery	\$198.71
		Total for Resource 1100	\$198.71
		Total for Fund 0100	\$2,373.00
		Total for District 18	\$2,373.00

# Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$2,373.00

# 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	\$3,685.62
Credit Card Payments	5	\$608.96

Grand Total for Payments Dated: 09/18/2015 \$4,294.58

☒ Authorized Officer/Employee  
Or  
☐ Board Members \*

Todd Borden

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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

**Warrant Register For Warrants  
Dated 09/18/2015**

9/23/2015 10:35:43AM

<b>Warrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12500156	14	ARAMARK UNIFORM SERVICES	\$176.30
12500157	900	BECKY HOFER	\$112.89
12500158	169	KCSBA	\$100.00
12500159	183	KIT CARSON REVOLVING	\$150.00
12500160	1033	Lawrence Tractor Inc	\$187.62
12500161	535	STEVEN LLOYD	\$34.12
12500162	222	MICHAEL'S PLUMBING SUPPLIES	\$29.19
12500163	604	MORRIS LEVIN AND SON INC	\$175.66
12500164	1046	MULTI-TECH MOBILE SERVICE	\$548.70
12500165	268	PRODUCERS DAIRY FOODS INC	\$813.60
12500166	1045	RODRIGUEZ BROS INC	\$70.95
12500167	206	SYSCO FOOD SERVICES	\$1,286.59
<b>Total Amount of All Warrants:</b>			<b>\$3,685.62</b>

**Credit Card Register For  
Payments Dated 09/18/2015**

9/23/2015 10:35:53AM

Document Number	Vendor Number	Vendor Name	Amount
14012865	60	CASBO PROFESSIONAL DEVELOPMENT	\$135.00
14012866	456	E.G. BABCOCK CO.	\$135.66
14012867	161	JEFF'S AUTOMOTIVE SUPPLY INC.	\$14.81
14012868	246	OFFICE DEPOT	\$237.20
14012869	698	SHERWIN WILLIAMS CO	\$86.29
<b>Total Amount of All Credit Card Payments:</b>			<b>\$ 608 . 96</b>

# Commercial Payment Register For Payments Dated: 09/18/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12500156	14	ARAMARK UNIFORM SERVICE	PV - 150135	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
12500157	900	HOFER, BECKY	PV - 150134	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$176.30
					<b>Total Amount of Payment:</b>		<b>\$176.30</b>
12500157	900	HOFER, BECKY	PV - 150144	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$1.24
					Total For Fund Number: 0100		\$1.24
						Books Other Than Textbooks	\$37.4
						Materials and Supplies	\$17.14
						Materials and Supplies	\$25.70
						Materials and Supplies	\$31.35
					Total For Fund Number: 0900		\$111.65
12500158	169	KCSBA	PV - 150138	0100-0000-0-0000-7100-530000-000	Unrestricted Resources	Dues and Memberships	\$112.89
					Total For Fund Number: 0100		\$100.00
					<b>Total Amount of Payment:</b>		<b>\$100.00</b>
12500159	183	KIT CARSON REVOLVING	PV - 150141	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$150.00
					Total For Fund Number: 0100		\$150.00
					<b>Total Amount of Payment:</b>		<b>\$150.00</b>
12500160	1033	Lawrence Tractor Inc	PV - 150146	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$187.62
					Total For Fund Number: 0100		\$187.62
					<b>Total Amount of Payment:</b>		<b>\$187.62</b>
12500161	535	LLOYD, STEVEN	PV - 150143	0100-1100-0-1110-1000-430000-012	State Lottery	Materials and Supplies	\$34.12
					Total For Fund Number: 0100		\$34.12
					<b>Total Amount of Payment:</b>		<b>\$34.12</b>
12500162	222	MICHAEL'S PLUMBING SUPP	PV - 150153	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$29.19
					Total For Fund Number: 0100		\$29.19
					<b>Total Amount of Payment:</b>		<b>\$29.19</b>
12500163	604	MORRIS LEVIN AND SON INC	PV - 150148	0100-8150-0-0000-8110-580000-000	Ongoing & Major Maint. Acct.	Other Services and Operating Expenditures	\$175.66
					Total For Fund Number: 0100		\$175.66
					<b>Total Amount of Payment:</b>		<b>\$175.66</b>
12500164	1046	MULTI-TECH MOBILE SERVICE	PV - 150147	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
					Total For Fund Number: 0100		\$97.50
					<b>Total Amount of Payment:</b>		<b>\$97.50</b>
					Unrestricted Resources	Other Services and Operating Expenditures	\$97.50

# Commercial Payment Register For Payments Dated: 09/18/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12500164	1046	MULTI-TECH MOBILE SERVICE	PV - 150147	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150147	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150147	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$158.70
					Total For Fund Number: 0100		\$548.70
					Total Amount of Payment:		\$548.70
12500165	268	PRODUCERS DAIRY FOODS I	PV - 150142	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	Food	\$452.0
			PV - 150140	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	Food	\$361.56
					Total For Fund Number: 1300		\$813.60
12500166	1045	RODRIGUEZ BROS INC	PV - 150151	0100-8150-0-0000-8110-4300000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$813.60
					Total Amount of Payment:		\$70.95
					Total For Fund Number: 0100		\$70.95
12500167	206	SYSCO FOOD SERVICES	PV - 150139	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	Food	\$70.95
			PV - 150139	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$1,165.48
					Total For Fund Number: 1300		\$121.11
					Total Amount of Payment:		\$1,286.59
14012865	60	CASBO PROFESSIONAL DEVI	PV - 150136	0100-0000-0-0000-7300-5200000-000	Unrestricted Resources	Travel and Conferences	\$1,286.59
					Total For Fund Number: 0100		\$135.00
14012866	456	E.G. BABCOCK CO.	PV - 150137	0100-8150-0-0000-8110-5800000-000	Ongoing & Major Maint. Acct.	Other Services and Operating Expenditures	\$135.00
					Total Amount of Payment:		\$135.00
14012867	161	JEFF'S AUTOMOTIVE SUPPLY	PV - 150145	0100-8150-0-0000-8110-4300000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$135.66
					Total For Fund Number: 0100		\$135.66
14012868	246	OFFICE DEPOT	PO - 151657	0100-1100-0-1110-1000-4300000-020	State Lottery	Materials and Supplies	\$14.81
			PV - 150150	0100-1100-0-1110-1000-4300000-016	State Lottery	Materials and Supplies	\$14.81
			PV - 150149	0100-1100-0-1110-1000-4300000-001	State Lottery	Materials and Supplies	\$14.81
			PO - 151657	0100-0000-0-0000-2700-4300000-000	Unrestricted Resources	Materials and Supplies	\$55.38
			PO - 151657	0100-0332-0-1160-1000-4300000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$78.06
			PV - 150150	0100-1100-0-1110-1000-4300000-016	State Lottery	Materials and Supplies	\$7.51
					Total For Fund Number: 0100		\$16.25
					Total Amount of Payment:		\$33.27
					Total For Fund Number: 0100		\$10.74
					Total Amount of Payment:		\$201.21

# Commercial Payment Register

## For Payments Dated: 09/18/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14012868	246	OFFICE DEPOT	PO - 151657	1300-5310-0-0000-3700-4300000-000	Child Nutrition - School Programs	Materials and Supplies	\$35.99
					Total For Fund Number: 1300		\$35.99
					Total Amount of Payment:		\$237.20
14012869	698	SHERWIN WILLIAMS CO	PV - 150152	0100-8150-0-0000-8110-4300000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$86.29
					Total For Fund Number: 0100		\$86.29
					Total Amount of Payment:		\$86.29



# **Commercial Payment Register** **For Payments Dated: 09/18/2015**

Page 1 of 1  
9/23/2015 10:35:33AM

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

<b>Fund</b>	<b>Total</b>
0100	\$2,046.75
0900	\$111.65
1300	\$2,136.18
	<u>\$4,294.58</u>

**Total # of Payments: 17**

**Total # of Payments: 17      Grand Total: \$ 4,294.58**

# Detail By Fund/Resource

9/23/2015 10:35:38AM Page 1 of 2

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100	General Fund	
	0000	Unrestricted Resources	\$100.00
	0000	Unrestricted Resources	\$88.15
	0000	Unrestricted Resources	\$88.15
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$158.70
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$135.00
	0000	Unrestricted Resources	\$16.25
		<b>Total for Resource 0000</b>	<b>\$976.25</b>
	0332	LCFF Supplemental/Concentration Gran	\$33.27
		<b>Total for Resource 0332</b>	<b>\$33.27</b>
	1100	State Lottery	\$7.51
	1100	State Lottery	\$10.74
	1100	State Lottery	\$55.38
	1100	State Lottery	\$78.06
	1100	State Lottery	\$34.12
	1100	State Lottery	\$150.00
		<b>Total for Resource 1100</b>	<b>\$335.81</b>
	8150	Ongoing & Major Maint. Acct.	\$70.95
	8150	Ongoing & Major Maint. Acct.	\$1.24
	8150	Ongoing & Major Maint. Acct.	\$135.66
	8150	Ongoing & Major Maint. Acct.	\$187.62
	8150	Ongoing & Major Maint. Acct.	\$29.19
	8150	Ongoing & Major Maint. Acct.	\$175.66
	8150	Ongoing & Major Maint. Acct.	\$14.81

# Detail By Fund/Resource

9/23/2015 10:35:38AM Page 2 of 2

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100 General Fund		
		8150 Ongoing & Major Maint. Acct.	\$86.29
		<b>Total for Resource 8150</b>	<b>\$701.42</b>
		<b>Total for Fund 0100</b>	<b>\$2,046.75</b>
	0900 Charter Schools Fund		
		0000 Unrestricted Resources	\$25.70
		0000 Unrestricted Resources	\$17.14
		<b>Total for Resource 0000</b>	<b>\$42.84</b>
		1100 State Lottery	\$31.35
		<b>Total for Resource 1100</b>	<b>\$31.35</b>
		6300 Lottery:Instructional Materials	\$37.46
		<b>Total for Resource 6300</b>	<b>\$37.46</b>
		<b>Total for Fund 0900</b>	<b>\$111.65</b>
	1300 Cafeteria Fund		
		5310 Child Nutrition - School Programs	\$452.04
		5310 Child Nutrition - School Programs	\$361.56
		5310 Child Nutrition - School Programs	\$1,165.48
		5310 Child Nutrition - School Programs	\$121.11
		5310 Child Nutrition - School Programs	\$35.99
		<b>Total for Resource 5310</b>	<b>\$2,136.18</b>
		<b>Total for Fund 1300</b>	<b>\$2,136.18</b>
		<b>Total for District 18</b>	<b>\$4,294.58</b>

**Detail By Fund/Resource**

Page 1 of 1  
9/23/2015 10:35:38AM

District	Fund	Resource	Amount
<b>Grand Total</b>			<b>\$4,294.58</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	18	\$19,505.98
Credit Card Payments	6	\$1,962.22
Grand Total for Payments Dated:	09/25/2015	\$21,468.20

☒ Authorized Officer/Employee

Or

☐ Board Members \*

Todd Bahr

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

Date

KCOE Examination and Approval

ByDate

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

**Warrant Register For Warrants  
Dated 09/25/2015**

10/13/2015 12:14:32PM

Warrant Number	Vendor Number	Vendor Name	Amount
12500715	14	ARAMARK UNIFORM SERVICES	\$88.15
12500716	344	CALIFORNIA DEPARTMENT OF EDUCA	\$11.63
12500717	988	Central Valley Support Service	\$30.00
12500718	1097	DE LAGE LANDEN	\$610.24
12500719	93	DEMCO	\$84.93
12500720	1096	EDUCATIONAL DATA SYSTEMS	\$258.26
12500721	1264	GOGUARDIAN	\$1,397.50
12500722	1195	HEDGES PEST CONTROL	\$65.00
12500723	858	PITNEY BOWES INC.	\$106.08
12500724	268	PRODUCERS DAIRY FOODS INC	\$467.26
12500725	285	ROE OIL CO.	\$1,274.21
12500726	902	ERIKA ROPER	\$85.31
12500727	1265	INC SCHOOL DATEBOOKS	\$527.35
12500728	897	SCHOOL PATHWAYS LLC	\$150.00
12500729	330	SO CALIF EDISON CO	\$10,965.25
12500730	836	SOUTHWEST SCHOOL & OFF. SUPPLY	\$16.53
12500731	206	SYSCO FOOD SERVICES	\$3,126.40
12500732	1136	US BANK	\$241.88
<b>Total Amount of All Warrants:</b>			<b>\$19,505.98</b>

**Credit Card Register For  
Payments Dated 09/25/2015**

10/13/2015 12:14:39PM

Document Number	Vendor Number	Vendor Name	Amount
14012991	39	BUDDY'S TROPHY SUPPLY	\$10.75
14012992	44	BUTLER CHEMICAL	\$32.25
14012993	1093	CALTRONICS BUSINESS SYSTEMS	\$688.47
14012994	60	CASBO PROFESSIONAL DEVELOPMENT	\$50.00
14012995	1079	GEIL ENTERPRISES INC	\$339.00
14012996	524	SUPPLYWORKS INC	\$841.75
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,962.22</b>

# Commercial Payment Register For Payments Dated: 09/25/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12500715	14	ARAMARK UNIFORM SERVICE	PV - 150154	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12500716	344	CALIFORNIA DEPARTMENT OF	PV - 150178	1300-5310-0-0000-3700-580000-000	Child Nutrition - School Programs	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 1300		\$11.63
12500717	988	Central Valley Support Service	PV - 150164	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$11.63
					Total For Fund Number: 0100		\$30.00
12500718	1097	DE LAGE LANDEN	PV - 150159	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$30.00
					Total For Fund Number: 0100		\$396.64
12500719	93	DEMCO	PO - 151660	0100-0332-0-0000-2420-430000-060	State Lottery	Maintenance Agreement-Copies	\$213.60
					Total For Fund Number: 0100		\$610.24
12500720	1096	EDUCATIONAL DATA SYSTEMS	PO - 151661	0100-0001-0-1110-1000-580050-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$610.24
					Total For Fund Number: 0100		\$84.93
12500721	1264	GOGUARDIAN	PO - 151662	0100-9044-0-1110-1000-580000-000	Star Program	Prof Serv & Oper Exp-Test Scoring	\$84.93
					Total For Fund Number: 0100		\$258.26
12500722	1195	HEDGES PEST CONTROL	PV - 150156	0100-0000-0-0000-8200-550070-000	Education Technology K-12 Voucher Program	Other Services and Operating Expenditures	\$258.26
					Total For Fund Number: 0100		\$1,397.50
12500723	858	PITNEY BOWES INC.	PV - 150167	0100-0000-0-0000-2700-560000-000	Unrestricted Resources	Pest Control	\$1,397.50
					Total For Fund Number: 0100		\$65.00
12500724	268	PRODUCERS DAIRY FOODS INC.	PV - 150177	1300-5310-0-0000-3700-470000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$65.00
					Total For Fund Number: 0100		\$106.08
					Total For Fund Number: 1300		\$106.08
					Total For Fund Number: 1300		\$467.26
					Total For Fund Number: 1300		\$467.26



# Commercial Payment Register For Payments Dated: 09/25/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PV - GO - FN - OB - SI	Resource	Object	Amount
12500725	285	ROE OIL CO.	PV - 150169	0100-0000-0-0000-8400-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$120.45
			PV - 150169	0100-8150-0-0000-8110-430010-000	Ongoing & Major Maint. Acct.	Matl & Suppl. -Gasoline/Diesel Fuel	\$75.38
			PV - 150169	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$1,078.38
					Total For Fund Number: 0100		\$1,274.21
12500726	902	ROPER, ERIKA	PV - 150174	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$85.31
					Total For Fund Number: 0100		\$85.31
12500727	1265	SCHOOL DATEBOOKS, INC	PV - 150155	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$85.31
					Total For Fund Number: 0100		\$527.35
12500728	897	SCHOOL PATHWAYS LLC	PV - 150163	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$527.35
					Total For Fund Number: 0900		\$150.00
12500729	330	SO CALIF EDISON CO	PV - 150162	0100-0000-0-0000-8200-550020-000	Unrestricted Resources	Electricity	\$150.00
					Total For Fund Number: 0100		\$10,965.25
12500730	836	SOUTHWEST SCHOOL & OFF	PV - 150180	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$84.82
			PV - 150180	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$6.71
			CM - 16013	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	-\$75.00
					Total For Fund Number: 0100		\$16.53
12500731	206	SYSCO FOOD SERVICES	PV - 150175	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$16.53
			PV - 150176	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$63.12
			PV - 150175	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,427.81
			PV - 150176	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$1,590.58
					Total For Fund Number: 1300		\$44.89
12500732	1136	US BANK	PV - 150170	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$3,126.40
					Total For Fund Number: 0100		\$3,126.40
12500732	1136	US BANK	PV - 150170	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$120.94
					Total For Fund Number: 0900		\$120.94
					Total Amount of Payment:		\$241.88

# Commercial Payment Register For Payments Dated: 09/25/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14012991	39	BUDDY'S TROPHY SUPPLY	PV - 150158	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$10.75
					Total For Fund Number: 0100		\$10.75
14012992	44	BUTLER CHEMICAL	PV - 150161	1300-5310-0-0000-3700-4300000-000	Child Nutrition - School Programs	Materials and Supplies	\$10.75
					<b>Total Amount of Payment:</b>		\$32.25
					Total For Fund Number: 1300		\$32.25
14012993	1093	CALTRONICS BUSINESS SYS	PV - 150171	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$32.25
			PV - 150172	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$149.27
			PV - 150173	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$527.27
					Total For Fund Number: 0100		\$11.93
14012994	60	CASBO PROFESSIONAL DEVI	PV - 150157	0100-0000-0-0000-7300-520000-000	Unrestricted Resources	Travel and Conferences	\$688.47
					<b>Total Amount of Payment:</b>		\$688.47
					Total For Fund Number: 0100		\$50.00
14012995	1079	GIEL ENTERPRISES INC	PV - 150165	0100-0000-0-0000-2700-580016-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. - Alarms	\$50.00
			PV - 150166	0100-0000-0-0000-2700-580016-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. - Alarms	\$129.00
					Total For Fund Number: 0100		\$210.00
					<b>Total Amount of Payment:</b>		\$339.00
14012996	524	SUPPLYWORKS INC	PV - 150168	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$339.00
			PV - 150179	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$717.78
					Total For Fund Number: 0100		\$123.97
					<b>Total Amount of Payment:</b>		\$841.75
							\$841.75

**Commercial Payment Register**  
**For Payments Dated: 09/25/2015**

Page 1 of 1  
10/13/201 12:14:19PM

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

**Fund**

0100			<b>Total</b>
0900			\$17,559.72
1300			\$270.94
			\$3,637.54
			<u>\$21,468.20</u>

**Total # of Payments: 24**

**Total # of Payments: 24**

**Grand Total: \$ 21,468.20**

# 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	\$106.08
	0000	Unrestricted Resources	\$1,078.38
	0000	Unrestricted Resources	\$30.00
	0000	Unrestricted Resources	\$120.45
	0000	Unrestricted Resources	\$88.15
	0000	Unrestricted Resources	\$10,965.25
	0000	Unrestricted Resources	\$10.75
	0000	Unrestricted Resources	\$11.93
	0000	Unrestricted Resources	\$50.00
	0000	Unrestricted Resources	\$123.97
	0000	Unrestricted Resources	\$129.00
	0000	Unrestricted Resources	\$210.00
	0000	Unrestricted Resources	\$717.78
	0000	Unrestricted Resources	\$120.94
		<b>Total for Resource 0000</b>	<b>\$13,827.68</b>
	0001	Star Program	\$258.26
		<b>Total for Resource 0001</b>	<b>\$258.26</b>
	0332	LCFF Supplemental/Concentration Gran	\$84.93
		<b>Total for Resource 0332</b>	<b>\$84.93</b>
	1100	State Lottery	\$527.35
	1100	State Lottery	\$396.64
	1100	State Lottery	\$213.60
	1100	State Lottery	\$149.27
	1100	State Lottery	\$527.27
	1100	State Lottery	\$84.82
	1100	State Lottery	\$6.71

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
0100	General Fund	1100	State Lottery
			- \$75.00
			<b>Total for Resource 1100</b>
			<b>\$1,830.66</b>
		6500	Special Education
		\$85.31	
		<b>Total for Resource 6500</b>	
		<b>\$85.31</b>	
	8150	Ongoing & Major Maint. Acct.	
		\$75.38	
	<b>Total for Resource 8150</b>		
	<b>\$75.38</b>		
	9044	Education Technology K-12 Voucher Pr	
		\$1,397.50	
	<b>Total for Resource 9044</b>		
	<b>Total for Fund 0100</b>		
		<b>\$1,397.50</b>	
		<b>\$17,559.72</b>	
0900	Charter Schools Fund	0000	Unrestricted Resources
			\$120.94
			<b>Total for Resource 0000</b>
			<b>\$120.94</b>
		0332	LCFF Supplemental/Concentration Gran
	\$150.00		
	<b>Total for Resource 0332</b>		
	<b>Total for Fund 0900</b>		
		<b>\$150.00</b>	
		<b>\$270.94</b>	
1300	Cafeteria Fund	5310	Child Nutrition - School Programs
			\$11.63
		5310	Child Nutrition - School Programs
			\$467.26
		5310	Child Nutrition - School Programs
			\$44.89
		5310	Child Nutrition - School Programs
			\$1,427.81
		5310	Child Nutrition - School Programs
			\$63.12
	5310	Child Nutrition - School Programs	
		\$1,590.58	
	5310	Child Nutrition - School Programs	
		\$32.25	
	<b>Total for Resource 5310</b>		
	<b>Total for Fund 1300</b>		
	<b>Total for District 18</b>		
		<b>\$3,637.54</b>	
		<b>\$3,637.54</b>	
		<b>\$21,468.20</b>	

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$21,468.20

# 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	\$8,283.65
Credit Card Payments	2	\$1,105.74
Grand Total for Payments Dated:	10/02/2015	\$9,389.39

☒ Authorized Officer/Employee

Or

☐ Board Members \*

Todd Bohn

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

Date \_\_\_\_\_

KCOE Examination and Approval

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

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

**Warrant Register For Warrants**  
**Dated 10/02/2015**

10/13/2015 12:15:00PM

Varrant Number	Vendor Number	Vendor Name	Amount
12501462	14	ARAMARK UNIFORM SERVICES	\$88.15
12501463	798	ASSOCIATED VALUATION SERVICES	\$278.01
12501464	1248	BANK OF AMERICA - 0223	\$176.14
12501465	1263	BANK OF AMERICA - 5173	\$1,841.43
12501466	1241	BANK OF AMERICA - 7914	\$577.80
12501467	1133	BANK OF AMERICA-8701	\$550.83
12501468	1218	CITY OF HANFORD UTILITY SERVIC	\$102.81
12501469	986	Hanford Auto & Truck Parts Inc	\$56.12
12501470	900	BECKY HOFER	\$25.83
12501471	474	KINGS CO OFFICE OF EDUCATION	\$1,000.00
12501472	1033	Lawrence Tractor Inc	\$158.19
12501473	268	PRODUCERS DAIRY FOODS INC	\$467.26
12501474	1075	SCHOOL SITE SOLUTIONS INC	\$1,377.50
12501475	206	SYSCO FOOD SERVICES	\$1,583.58
<b>Total Amount of All Warrants:</b>			<b>\$8,283.65</b>



**Credit Card Register For  
Payments Dated 10/02/2015**

10/13/2015 12:15:07PM

Document Number	Vendor Number	Vendor Name	Amount
14013074	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
14013075	524	SUPPLYWORKS INC	\$261.74
<b>Total Amount of All Credit Card Payments:</b>			<b>\$1,105.74</b>

# Commercial Payment Register For Payments Dated: 10/02/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12501462	14	ARAMARK UNIFORM SERVICE	PV - 150181	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$88.15
					Total For Fund Number: 0100		\$88.15
12501463	798	ASSOCIATED VALUATION SI	PV - 150195	0100-0000-0-0000-7380-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total Amount of Payment:		\$278.01
12501464	1248	BANK OF AMERICA - 0223	PV - 150190	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$278.01
					Total For Fund Number: 0100		\$278.01
12501465	1263	BANK OF AMERICA - 5173	PV - 150191	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$25.14
					Total Amount of Payment:		\$151.00
					Total For Fund Number: 0100		\$176.14
					Total Amount of Payment:		\$176.14
					Unrestricted Resources	Materials and Supplies	\$31.04
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$35.23
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$64.91
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$232.14
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$11.24
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$18.91
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$119.04
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$737.41
					Title II Teacher Quality	Materials and Supplies	\$55.54
					Unrestricted Resources	Materials and Supplies	\$38.69
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$12.32
					Unrestricted Resources	Materials and Supplies	\$19.49
					LCFF Supplemental/Concentration Grant	Materials and Supplies	\$313.18
					Special Education	Materials and Supplies	\$30.79
					Total For Fund Number: 0100		\$1,719.97
12501465	1263	BANK OF AMERICA - 5173	PV - 150191	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$23.96
12501465	1263	BANK OF AMERICA - 5173	PV - 150191	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$23.96
					Total For Fund Number: 0900		\$24.94

## Commercial Payment Register

For Payments Dated: 10/02/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12501465	1263	BANK OF AMERICA - 5173	PV - 150191	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$42.78
			PV - 150191	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$29.78
					Total For Fund Number: 1300		\$97.50
12501466	1241	BANK OF AMERICA - 7914	PV - 150188	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	<b>\$1,841.43</b>
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$16.66
			CM - 16015	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	-\$50.83
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$16.0.
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$141.20
			PV - 150188	0100-0332-0-0000-2420-430000-060	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$32.24
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$42.97
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$59.06
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$75.14
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$85.99
			PV - 150188	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$105.24
					Total For Fund Number: 0100		\$577.80
12501467	1133	BANK OF AMERICA-8701	PV - 150189	0100-0000-0-0000-7150-520000-000	Unrestricted Resources	Travel and Conferences	<b>\$577.80</b>
			PV - 150189	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$333.80
			PV - 150189	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$27.68
			PV - 150189	0100-0000-0-0000-7150-520000-000	Unrestricted Resources	Travel and Conferences	\$58.00
			PV - 150189	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$26.20
			PV - 150189	0100-9044-0-1110-1000-580000-000	Education Technology K-12 Voucher Program	Other Services and Operating Expenditures	\$35.84
					Total For Fund Number: 0100		\$69.31
12501468	1218	CITY OF HANFORD UTILITY	PV - 150185	0100-0000-0-0000-8200-550030-000	Unrestricted Resources	Water/Sewer	\$550.83
					Total For Fund Number: 0100		\$550.83
12501469	986	Hanford Auto & Truck Parts Inc	PV - 150192	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$102.81
					Total For Fund Number: 0100		\$102.81
12501470	900	HOFER, BECKY	PV - 150194	0900-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$56.12
					Total For Fund Number: 0900		\$56.12
					Total For Fund Number: 0900		\$25.83
					Total For Fund Number: 0900		\$25.83

# Commercial Payment Register

## For Payments Dated: 10/02/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12501471	474	KINGS CO OFFICE OF EDUCA	PV - 150182	0100-0000-0-0000-2420-5800004-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Contract w/County Schools	<b>\$25.83</b> \$1,000.00
					Total For Fund Number: 0100		\$1,000.00
12501472	1033	Lawrence Tractor Inc	PV - 150193	0100-8150-0-0000-8110-4300000-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$1,000.00</b> \$158.19
					Total For Fund Number: 0100		\$158.19
12501473	268	PRODUCERS DAIRY FOODS I	PV - 150183	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food	<b>\$158.19</b> \$467.26
					Total For Fund Number: 1300		\$467.26
12501474	1075	SCHOOL SITE SOLUTIONS IN	PO - 151659	1400-0000-0-0000-8100-5800000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Other Services and Operating Expenditures	<b>\$467.26</b> \$1,377.50
					Total For Fund Number: 1400		\$1,377.50
12501475	206	SYSCO FOOD SERVICES	PV - 150184	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Other Food Service Supplies	<b>\$1,377.50</b> \$25.74
					Total For Fund Number: 1300		\$25.74
14013074	1047	MOBILE MODULAR MANAGI	PV - 150186	2500-0000-0-0000-8700-5600000-124	Unrestricted Resources	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	<b>\$1,557.84</b> \$1,583.58
					Total For Fund Number: 2500		\$1,583.58
14013075	524	SUPPLYWORKS INC	CM - 16014	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Materials and Supplies	<b>\$844.00</b> \$844.00
					Total For Fund Number: 0100		\$844.00
					Unrestricted Resources	Materials and Supplies	-\$57.21
					Unrestricted Resources	Materials and Supplies	\$318.95
					Total For Fund Number: 0100		\$261.74
					<b>Total Amount of Payment:</b>		<b>\$261.74</b>

**Commercial Payment Register**  
**For Payments Dated: 10/02/2015**

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

**Fund**

**Total**

0100	\$4,969.76
0900	\$49.79
1300	\$2,148.34
1400	\$1,377.50
2500	\$844.00
	<u>\$9,389.39</u>

**Total # of Payments: 16**

**Total # of Payments: 16**

**Grand Total: \$ 9,389.39**

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$88.15
		Unrestricted Resources	\$1,000.00
		Unrestricted Resources	\$38.69
		Unrestricted Resources	\$278.01
		Unrestricted Resources	\$31.04
		Unrestricted Resources	\$19.49
		Unrestricted Resources	\$26.20
		Unrestricted Resources	\$333.80
		Unrestricted Resources	\$102.81
		Unrestricted Resources	-\$57.21
		Unrestricted Resources	\$318.95
		<b>Total for Resource 0000</b>	<b>\$2,179.93</b>
	0332	LCFF Supplemental/Concentration Gran	\$32.24
		LCFF Supplemental/Concentration Gran	\$54.10
		LCFF Supplemental/Concentration Gran	\$232.14
		LCFF Supplemental/Concentration Gran	\$737.45
		LCFF Supplemental/Concentration Gran	\$35.23
		LCFF Supplemental/Concentration Gran	\$18.91
		LCFF Supplemental/Concentration Gran	\$119.04
		LCFF Supplemental/Concentration Gran	\$12.32
		LCFF Supplemental/Concentration Gran	\$11.24
		LCFF Supplemental/Concentration Gran	\$313.18
	3010	LCFF Supplemental/Concentration Gran	\$64.91
		LCFF Supplemental/Concentration Gran	\$25.14
		<b>Total for Resource 0332</b>	<b>\$1,655.90</b>
	3010	IASA-Title I Basic Grants Low Income	\$151.00
		<b>Total for Resource 3010</b>	<b>\$151.00</b>

# Detail By Fund/Resource

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		4035	Title II Teacher Quality \$55.54
		4035	Title II Teacher Quality \$27.68
		4035	Title II Teacher Quality \$58.00
		4035	Title II Teacher Quality \$35.84
		<b>Total for Resource 4035</b>	<b>\$177.06</b>
		6500	Special Education \$30.79
		<b>Total for Resource 6500</b>	<b>\$30.79</b>
		8150	Ongoing & Major Maint. Acct. \$158.19
		8150	Ongoing & Major Maint. Acct. \$56.12
		8150	Ongoing & Major Maint. Acct. -\$50.83
		8150	Ongoing & Major Maint. Acct. \$16.66
		8150	Ongoing & Major Maint. Acct. \$42.97
		8150	Ongoing & Major Maint. Acct. \$75.14
		8150	Ongoing & Major Maint. Acct. \$59.06
		8150	Ongoing & Major Maint. Acct. \$105.24
		8150	Ongoing & Major Maint. Acct. \$85.99
		8150	Ongoing & Major Maint. Acct. \$16.03
		8150	Ongoing & Major Maint. Acct. \$141.20
		<b>Total for Resource 8150</b>	<b>\$705.77</b>
		9044	Education Technology K-12 Voucher Pr \$69.31
		<b>Total for Resource 9044</b>	<b>\$69.31</b>
		<b>Total for Fund 0100</b>	<b>\$4,969.76</b>
	0900	Charter Schools Fund	
		0332	LCFF Supplemental/Concentration Gran \$23.96
		<b>Total for Resource 0332</b>	<b>\$23.96</b>
		1100	State Lottery \$25.83
		<b>Total for Resource 1100</b>	<b>\$25.83</b>
		<b>Total for Fund 0900</b>	<b>\$49.79</b>

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	1300 Cafeteria Fund	5310 Child Nutrition - School Programs	\$42.78
		5310 Child Nutrition - School Programs	\$24.94
		5310 Child Nutrition - School Programs	\$29.78
		5310 Child Nutrition - School Programs	\$467.26
		5310 Child Nutrition - School Programs	\$25.74
		5310 Child Nutrition - School Programs	\$1,557.84
		<b>Total for Resource 5310</b>	<b>\$2,148.34</b>
	1400 Deferred Maintenance Fund	<b>Total for Fund 1300</b>	<b>\$2,148.34</b>
		0000 Unrestricted Resources	\$1,377.50
	2500 CapitalFacilities Fund	<b>Total for Resource 0000</b>	<b>\$1,377.50</b>
		<b>Total for Fund 1400</b>	<b>\$1,377.50</b>
		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>\$9,389.39</b>



Detail By Fund/Resource

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District	Fund	Resource	Amount
Grand Total			\$9,389.39

# 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	2	\$16,426.34
Credit Card Payments	0	

Grand Total for Payments Dated: 10/07/2015 \$16,426.34

☒ Authorized Officer/Employee  
Or  
☐ Board Members \*

Todd Butler

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

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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

**Warrant Register For Warrants  
Dated 10/07/2015**

10/13/2015 12:15:29PM

arrant Number	Vendor Number	Vendor Name	Amount
12501763	325	SISC III	\$15,949.24
12501764	1074	VERIZON WIRELESS	\$477.10
<b>Total Amount of All Warrants:</b>			<b>\$16,426.34</b>

# Commercial Payment Register

## For Payments Dated: 10/07/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12501763	325	SISC III	PV - 150196	0100-0000-0-1110-1000-370100-000	Unrestricted Resources	Retiree Benefits, certificated	\$1,327.70
			CM - 16016	0100-0000-0-0000-0000-951410-000	Unrestricted Resources	Summer Health and Welfare	-\$2,052.85
			PV - 150196	0100-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	\$13,783.33
			PV - 150196	0100-0000-0-0000-0000-953100-806	Unrestricted Resources	Fringe Benefits/Retired	\$385.00
12501763	325	SISC III	Total For Fund Number: 0100				\$13,443.18
			Unrestricted Resources				\$2,506.06
			Total For Fund Number: 1300				\$2,506.06
12501764	1074	VERIZON WIRELESS	<b>Total Amount of Payment:</b>				<b>\$15,949.2</b>
			Unrestricted Resources				\$477.10
			Total For Fund Number: 0100				\$477.10
			<b>Total Amount of Payment:</b>				<b>\$477.10</b>

# **Commercial Payment Register** **For Payments Dated: 10/07/2015**

Page 1 of 1  
10/13/201 12:15:18PM

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

**Fund**

0100

1300

**Total**

\$13,920.28

\$2,506.06

\$16,426.34

**Total # of Payments: 2**

**Total # of Payments: 2**

**Grand Total:**

**\$ 16,426.34**

# Detail By Fund/Resource

Page 1 of 1  
10/13/2015 12:15:23PM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000	Unrestricted Resources \$477.10
		0000	Unrestricted Resources \$13,783.33
		0000	Unrestricted Resources \$385.00
		0000	Unrestricted Resources \$1,327.70
		0000	Unrestricted Resources -\$2,052.85
		Total for Resource 0000	\$13,920.28
		Total for Fund 0100	\$13,920.28
	1300	Cafeteria Fund	
		0000	Unrestricted Resources \$2,506.06
		Total for Resource 0000	\$2,506.06
		Total for Fund 1300	\$2,506.06
		Total for District 18	\$16,426.34

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$16,426.34

# 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	\$4,728.22
Credit Card Payments	3	\$2,068.56
Grand Total for Payments Dated:	10/09/2015	\$6,796.78

☒ Authorized Officer/Employee

Or

☐ Board Members \*



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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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



**Warrant Register For Warrants  
Dated 10/09/2015**

10/13/2015 12:15:54PM

<b>Varrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12501986	14	ARAMARK UNIFORM SERVICES	\$88.15
12501987	841	THERESA DIAS	\$311.66
12501988	331	THE GAS COMPANY	\$201.02
12501989	214	RICHARD MCCLELLAND	\$43.04
12501990	222	MICHAEL'S PLUMBING SUPPLIES	\$37.78
12501991	1034	MID VALLEY DISPOSAL	\$510.00
12501992	1046	MULTI-TECH MOBILE SERVICE	\$247.50
12501993	268	PRODUCERS DAIRY FOODS INC	\$440.25
12501994	1197	PURCHASE POWER	\$405.04
12501995	1031	REBECCA REYNOLDS	\$40.75
12501996	285	ROE OIL CO.	\$953.68
12501997	206	SYSCO FOOD SERVICES	\$1,449.35
<b>Total Amount of All Warrants:</b>			<b>\$4,728.22</b>

**Credit Card Register For  
Payments Dated 10/09/2015**

10/13/2015 12:16:02PM

Document Number	Vendor Number	Vendor Name	Amount
14013168	972	ACTION EQUIPMENT	\$364.37
14013169	246	OFFICE DEPOT	\$1,607.81
14013170	524	SUPPLYWORKS INC	\$96.38
<b>Total Amount of All Credit Card Payments:</b>			<b>\$2,068.56</b>

## Commercial Payment Register

For Payments Dated: 10/09/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12501986	14	ARAMARK UNIFORM SERVIC	PV - 150198	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12501987	841	DIAS, THERESA	PV - 150203	0100-0199-0-0000-0000-869900-000	Outlawed Warrants	<b>Total Amount of Payment:</b> All Other Local Revenues	\$88.15
					Total For Fund Number: 0100		\$311.66
12501988	331	GAS COMPANY, THE	PV - 150211	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Gas	\$311.66
					Total For Fund Number: 0100		\$201.02
12501989	214	MCCLELLAND, RICHARD	PV - 150204	0100-1100-0-1110-1000-430000-000	State Lottery	<b>Total Amount of Payment:</b> Materials and Supplies	\$201.02
					Total For Fund Number: 0100		\$43.04
12501990	222	MICHAEL'S PLUMBING SUPP	PV - 150210	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Materials and Supplies	\$43.04
					Ongoing & Major Maint. Acct.		\$18.54
					Total For Fund Number: 0100		\$19.24
12501991	1034	MID VALLEY DISPOSAL	PV - 150212	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Garbage	\$37.78
					Total For Fund Number: 0100		\$510.00
12501992	1046	MULTI-TECH MOBILE SERVIC	PV - 150201	0100-8150-0-0000-8110-560000-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Rentals, Leases and Repairs	\$510.00
					Unrestricted Resources	Other Services and Operating Expenditures	\$150.00
					Total For Fund Number: 0100		\$97.50
12501993	268	PRODUCERS DAIRY FOODS I	PV - 150199	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	<b>Total Amount of Payment:</b> Food	\$247.50
					Total For Fund Number: 1300		\$247.50
12501994	1197	PURCHASE POWER	PV - 150209	0100-0000-0-0000-2700-590030-000	Unrestricted Resources	<b>Total Amount of Payment:</b> Communications - Postage	\$440.25
					Total For Fund Number: 0100		\$440.25
12501995	1031	REBECCA REYNOLDS	PV - 150202	0100-0199-0-0000-0000-869900-000	Outlawed Warrants	<b>Total Amount of Payment:</b> All Other Local Revenues	\$405.04
					Total For Fund Number: 0100		\$405.04
12501996	285	ROE OIL CO.	PV - 150205	0100-8150-0-0000-8110-430010-000	Ongoing & Major Maint. Acct.	<b>Total Amount of Payment:</b> Matl & Suppl. -Gasoline/Diesel Fuel	\$40.75
					Total For Fund Number: 0100		\$40.75
							\$67.75

**Commercial Payment Register**  
**For Payments Dated: 10/09/2015**

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12501996	285	ROE OIL CO.	PV - 150205	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$885.93
					Total For Fund Number: 0100		\$953.68
					<b>Total Amount of Payment:</b>		<b>\$953.68</b>
12501997	206	SYSCO FOOD SERVICES	PV - 150200	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,323.21
			PV - 150200	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$126.14
					Total For Fund Number: 1300		\$1,449.35
					<b>Total Amount of Payment:</b>		<b>\$1,449.35</b>
14013168	972	ACTION EQUIPMENT	PV - 150207	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$364.37
					Total For Fund Number: 0100		\$364.37
					<b>Total Amount of Payment:</b>		<b>\$364.37</b>
14013169	246	OFFICE DEPOT	PO - 151665	0100-1100-0-1110-1000-430000-014	State Lottery	Materials and Supplies	\$132.77
			PV - 150208	0100-1100-0-1110-1000-430000-002	State Lottery	Materials and Supplies	\$61.35
			PO - 151664	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$1,413.69
					Total For Fund Number: 0100		\$1,607.81
					<b>Total Amount of Payment:</b>		<b>\$1,607.81</b>
14013170	524	SUPPLYWORKS INC	PV - 150206	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$96.38
					Total For Fund Number: 0100		\$96.38
					<b>Total Amount of Payment:</b>		<b>\$96.38</b>

# **Commercial Payment Register** **For Payments Dated: 10/09/2015**

Page 1 of 1  
10/13/201 12:15:37PM

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

**Fund**

0100  
1300

**Total**

\$4,907.18  
\$1,889.60  
\$6,796.78

**Total # of Payments: 15**

**Total # of Payments: 15**

**Grand Total: \$ 6,796.78**

# Detail By Fund/Resource

10/13/2015 12:15:43PM Page 1 of 2

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100 General Fund		
	0000	Unrestricted Resources	\$88.15
	0000	Unrestricted Resources	\$201.02
	0000	Unrestricted Resources	\$510.00
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$405.04
	0000	Unrestricted Resources	\$364.37
	0000	Unrestricted Resources	\$1,413.69
	0000	Unrestricted Resources	\$885.93
		<b>Total for Resource 0000</b>	<b>\$3,965.70</b>
	0199	Outlawed Warrants	\$40.75
	0199	Outlawed Warrants	\$311.66
		<b>Total for Resource 0199</b>	<b>\$352.41</b>
	1100	State Lottery	\$43.04
	1100	State Lottery	\$61.35
	1100	State Lottery	\$132.77
		<b>Total for Resource 1100</b>	<b>\$237.16</b>
	8150	Ongoing & Major Maint. Acct.	\$96.38
	8150	Ongoing & Major Maint. Acct.	\$150.00
	8150	Ongoing & Major Maint. Acct.	\$18.54
	8150	Ongoing & Major Maint. Acct.	\$19.24
	8150	Ongoing & Major Maint. Acct.	\$67.75
		<b>Total for Resource 8150</b>	<b>\$351.91</b>
		<b>Total for Fund 0100</b>	<b>\$4,907.18</b>
	1300 Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$126.14
	5310	Child Nutrition - School Programs	\$1,323.21
	5310	Child Nutrition - School Programs	\$440.25
		<b>Total for Resource 5310</b>	<b>\$1,889.60</b>

# Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
		Total for Fund 1300	\$1,889.60
		Total for District 18	\$6,796.78

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$6,796.78



Agenda Item:

5d	Consider approving the Kings Valley Academy ASAM Application
----	--

From: Todd Barlow

Purpose: To approving the application for an Alternative School Accountability Model for Kings Valley Charter. The ASAM provides school accountability for alternative schools that serve highly mobile populations.

Superintendent's Recommendation: Consideration for approval

**Alternative Schools Accountability Model (ASAM)  
Alternative School of Choice and  
Charter School Application**

**School Information**

16639580132860

Kings

County-District-School (CDS) Code

County Name

Kings Valley Academy

Kit Carson Union Elementary

School Name

District Name

**ASAM Coordinator**

William Toomey

Executive Vice President - CAO

Coordinator's Name

Title

661-272-1225

btoomey@learn4life.org

Area Code and Phone Number

E-mail Address

**Percent of Students Served**

**Note:** The percent of students served should be calculated based on non-duplicated counts. Please count each student once and only in one category.

Expelled (*Education Code* [EC] Section 48925[b] including situations in which enforcement of the expulsion order was suspended (*EC* 48917)) 36.36%

Suspended (*EC* 48925[d]) more than 10 days in a school year %

Wards of the Court (Welfare and Institutions Code [WIC] 601 or 602) or dependents of the court (WIC 300 or 654) %

Pregnant and/or Parenting 27.27%

Recovered Dropouts (see Section 3.7 of the California Longitudinal Pupil Achievement Data System (CALPADS) Data Guide on the CDE CALPADS System Documentation Web page at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>) 9.09%

Habitually Truant (*EC* 48262) or Habitually Insubordinate and Disorderly whose attendance at the school is directed by a school attendance review board or probation officer (*EC* 48263) 24.24%

Retained More Than Once in kindergarten through grade eight 3.04%

**Total Percent** 100%

Alternative Schools Accountability Model (ASAM)  
**Alternative School of Choice and Charter School Application (Cont.)**

**School Type**

*(check one)*

- ☐ Alternative School of Choice  
☒ Charter School

**First School Year of ASAM Participation**

09/21/2015

First Day of Participation (mm/dd/yyyy)

**Signatures of Certification**

Mr. William Toomey

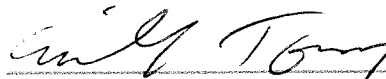
Principal or Charter School Director's Name

Mr. Todd Barlow

Superintendent's Name

Mr. Andy Atsma

Board President's Name



Signature and Date Approved

Signature and Date Approved

Signature and Date Approved

Agenda Item:

5e	Consider ratifying the Agreement between Kings View Counseling Services and Kit Carson Union Elementary School District
----	---

From: Todd Barlow

Purpose: This is an Agreement with Kings View Counseling to provide mental health assessment and/or screening and/or individual and/or group therapy and/or rehabilitative and /or case management of students referred by school counselors, administration, teachers and other school staff members.

Superintendent's Recommendation: Consideration for approval



**AGREEMENT BETWEEN  
KINGS VIEW COUNSELING SERVICES FOR KINGS COUNTY  
And  
KIT CARSON SCHOOL DISTRICT**

**THIS AGREEMENT** made and entered into as of July 1, 2015, by and between Kings View Counseling Services for Kings County, hereinafter referred to as "KINGS VIEW", and "KIT CARSON SCHOOL DISTRICT", mutually agree to enter into the following:

That for, and in consideration of, the agreements hereinafter contained, the above parties mutually agree to the following stipulations:

1. Students must meet the Department of Mental Health guidelines for medical necessity in order to receive services. See attachment A.
2. Services shall be defined as the mental health assessment, and/or screening and/or, individual and/or group therapy and/or rehabilitative and/or case management of students referred by school counselors, administration, teachers, and other school staff members. The exact nature of the service will be based on assessed clinical need and a determination by KINGS VIEW of the most cost effective means of providing that service.
3. Individual students requiring specialized clinical services which cannot be provided at the school site shall be referred to outside appropriate resources including, but not limited to, KINGS VIEW. The interchange of information, and consultation with members of the school staff, teachers, and administration will occur with the written authorization from the parent, legal guardian, or the consumer where it is determined that a consumer may consent for their own treatment.
4. The cost of counseling services provided at the school site will be covered by Medi-Cal where appropriate and by the consumer's parents or responsible party following all KINGS VIEW fee policies. (Fees are computed based upon the Uniform Method of Determining Ability to Pay (UMDAP) that takes into account the parents or responsible party income and operates on a sliding scale.)
5. Once a child is identified as potentially able to benefit from mental health services the child's family will be directed to Kings View's Hanford clinic in order to facilitate opening of the case. In addition to the initial mental health assessment, this process will include completing the financial review, collection of demographic data, and signature of the following documents: consent for the treatment of a minor, receipt for notice of privacy practices, Plan of Care, and other relevant documents.
6. The District shall provide an appropriate confidential space at each identified school site, i.e., an empty classroom, to ensure confidentiality, desk, and access to a phone. A confidential space is defined as a secure area in which treatment staff and consumer can meet with the reasonable expectation that they will not be interrupted. The size of the space must minimally accommodate six individuals. This will allow for

both individual and group services to be offered by the KINGS VIEW clinical staff member.

7. KIT CARSON SCHOOL DISTRICT shall also provide an active internet connection.
8. KINGS VIEW reserves the right to identify the school site where services may be provided. KINGS VIEW reserves the right to set a minimum of five (5) open cases at the identified school site in order to provide school based services. If less than five (5) children are receiving school based services at an identified site, KINGS VIEW may suspend school based services at that site until the referral base increases. If school based services are suspended KINGS VIEW will continue services, or offer to continue services at our nearest clinic.
9. It shall be understood that discussions between students and the representatives of KINGS VIEW will be held in confidence in accordance with State and Federal legislation. Feedback on referrals shall be provided (to those referral sources) that students have or have not been seen, have been referred to outside resources, or no longer need to be seen as long as a release has been signed.
10. KIT CARSON SCHOOL DISTRICT will need to prioritize the referrals.
11. KIT CARSON SCHOOL DISTRICT shall provide direct access for KINGS VIEW to academic and discipline files, including the Cumulative File. The exchange of information between representatives of KIT CARSON SCHOOL DISTRICT and KINGS VIEW shall be carried out in a manner congruent with ethical and legal guidelines.
12. Professional liability insurance for the representatives of KINGS VIEW shall be provided by KINGS VIEW.
13. If KIT CARSON SCHOOL DISTRICT requires the KINGS VIEW employee follow the California Education Code Sections 33 192 and 45125.1 requirements, KIT CARSON SCHOOL DISTRICT will provide the appropriate forms.
14. If either party can no longer meet its agreed upon stipulations, as stated in the MOU, KIT CARSON SCHOOL DISTRICT and KINGS VIEW will discuss, review, and if possible, adjust the MOU.
15. Independent Contractor Status: KINGS VIEW and any and all agents, officers, and employees of KINGS VIEW shall perform the services required hereunder as independent contractors, and not as officers, agents, or employees of KIT CARSON SCHOOL DISTRICT. In the performance of such services, KINGS VIEW agrees to exercise discretion and independent judgment to the best of its ability. Payments to KINGS VIEW under this Agreement shall be reported to State and Federal tax authorities. KIT CARSON SCHOOL DISTRICT shall not withhold any sums payable to KINGS VIEW on account of tax liability, and KINGS VIEW is independently responsible for payment of all applicable employment related taxes.
16. That the terms of this Agreement shall continue up to August 31, 2016. However,

either party may terminate this Agreement by giving the other party at least thirty (30) days written notice.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date above written.

By: Brenda Johnson Hill LMFT  
Brenda Johnson-Hill, LMFT, Executive Director  
Kings View Counseling Services for Kings County

Date: 9-8-15

By: Todd Barlow  
Todd Barlow, Superintendent  
Kit Carson School District

Date: 9/23/15

# Medical Necessity for Specialty Mental Health Services that are the Responsibility of Mental Health Plans

Must have *all*, A, B *and* C:

## A. Diagnoses

Must have one of the following DSM IV diagnoses, which will be the focus of the intervention being provided:

### Included Diagnosis:

- Pervasive Development Disorders, except Autistic Disorder which is excluded.
- Attention Deficit and Disruptive Behavior Disorders
- Feeding & Eating Disorders of Infancy or Early Childhood
- Elimination Disorders
- Other Disorders of Infancy, Childhood or Adolescence
- Schizophrenia & Other Psychotic Disorder
- Mood Disorders
- Anxiety Disorders
- Somatoform Disorders
- Factitious Disorders
- Dissociative Disorders
- Paraphilias
- Gender Identify Disorders
- Eating Disorders
- Impulse-Control Disorders Not Elsewhere Classified
- Adjustment Disorders
- Personality Disorders, excluding Antisocial Personality Disorder
- Medication-Induced Movement Disorders (related to other Included diagnoses).

## B. Impairment Criteria

Must have *one* of the following as a result of the mental disorder(s) identified in the diagnostic ("A") criteria; Must have *one*, 1, 2 *or* 3:

- 1 A significant impairment in an important area of life functioning, *or*
- 2 A probability of significant deterioration in an important area of life functioning, *or*
- 3 Children also qualify if there is a probability the child will not progress developmentally as individually appropriate. Children covered under EPSDT qualify if they have a mental disorder which can be corrected or ameliorated (current DHS EPSDT regulations also apply).

## C. Intervention Related Criteria

Must have *all*, 1, 2 *and* 3 below:

- 1 The focus of proposed intervention is to address the condition identified in impairment criteria "B" above *and*
- 2 It is expected the beneficiary will benefit from the proposed intervention by significantly diminishing the impairment, or preventing significant deterioration in an important area of life functioning, and/or for children it is probable the child will progress developmentally as individually appropriate (or if covered by EPSDT can be corrected or ameliorated), *and*
- 3 The condition would not be responsive to physical health care based treatment.

### Excluded Diagnosis:

- Mental Retardation
- Learning Disorder
- Motor Skills Disorder
- Communications Disorders
- Autistic Disorder, Other Pervasive Developmental Disorders are included.
- Tic Disorders
- Delirium, Dementia, and Amnesic and Other Cognitive Disorders
- Mental Disorders Due to a General Medical Condition
- Substance-Related Disorders
- Sexual Dysfunctions
- Sleep Disorders
- Antisocial Personality Disorder
- Other Conditions that may be a focus of clinical attention, except Medication induced Movement Disorders which are included.

A beneficiary may receive services for an included diagnosis when an excluded diagnosis is also present.

EPSDT beneficiaries with an included diagnosis and a substance related disorder may receive specialty mental health services directed at the substance use component. The intervention must be consistent with, and necessary to the attainment of, the specialty MH treatment goals.



# Client Services Report

KINGS CO MENTAL HLTH SVC

## SCHOOL-BASED SERVICES SCHOOL YEAR 2014-15 SUMMARY

Outside Fac: 34 Kit Carson School

### \*\*\* Selections \*\*\*

Service Code Selection: NON-CONTIG 5-81.601-668.421-437  
 Appointment Type Selection: NON-CONTIG 1,2,9  
 Service Date Selection: 08/01/2014 through 06/30/2015  
 Travel Time is included with Server Time  
 Documentation Time is included with Server Time  
 Collateral Server Time is included

Report Staff : AZ156RAK  
 : YOLANDA ESTRADA

Date : 09/03/2015  
 Time : 12:31

		Contacts	Server Hours	nt Count
Service Code:	50	1	2.17	0
Outside Fac:	34	1	2.17	0
	Linkage and Consultation-MH Kit Carson School			

Agenda Item:

5f	Consider ratifying the Contract between Envision Consulting Group, Inc., and Kit Carson Union Elementary School District for the School Accountability Report Card
----	--

From: Todd Barlow

Purpose: To approve outside vendor to compile and post school information ; this is an annual contract.

Superintendent's Recommendation: Consideration for approval



# enVision Consulting Group

## Consulting Services Agreement

This agreement is hereby entered into on Sept 23, 2015 (Effective Date) and between the **Kit Carson Union Elementary School District**, hereinafter referred to as "District", and **enVision Consulting Group, Inc.**, (A California Corporation), hereinafter referred to as "Consultant."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Consultant is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

**District accepts the following consulting services** (indicate selections by initialing in provided space):

- |  |   |
|--|---|
| <input checked="checked" type="checkbox"/> | Annual Parent's Rights Notification Services (Appendix A) |
| <input type="checkbox"/>                   | School Accountability Report Card Services (Appendix B)   |
| <input type="checkbox"/>                   | School Site Safety Plan Services (Appendix C)             |
| <input type="checkbox"/>                   | Single Plan for Student Achievement Services (Appendix D) |
| <input type="checkbox"/>                   | Title I Notification Services (Appendix E)                |

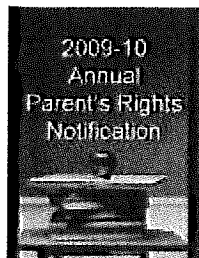


SARC



Translation Services

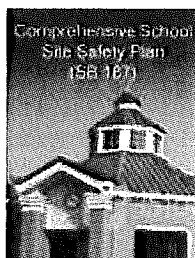
## Consulting Services



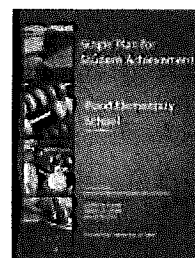
Annual Parent Notification



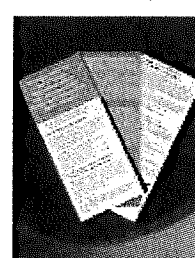
Mandated Costs



School Site Safety Plan



School Site Plan



Title I Notices



# enVision Consulting Group

## I. DISTRICT'S RESPONSIBILITIES

- I.1. District will provide Consultant with all the documents, records and information necessary, in both electronic and paper copies to complete services. District agrees to promptly pay Consultant for fees for services rendered. Payments are due and payable within 30 days after the invoice date.

## II. CONSULTANT'S RESPONSIBILITIES

- II.1. See Appendix related to individual service agreement for specific responsibilities.

## III. TERM

Consultant shall commence providing services under this agreement on Effective Date, and will diligently perform as required and complete services within timeframe indicated on Appendix A, B, C, D, or E (dependent upon services contracted out to Consultant).

## IV. EXPENSES

District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

## V. INDEPENDENT CONTRACTOR

Consultant, in the performance of this agreement, shall be and act as an independent contractor. Consultant understands and agrees that Consultant and all of Consultant's employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Consultant assumes the full responsibility for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this agreement. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

## VI. MATERIALS

- VI.1. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this agreement.
- VI.2. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of Consultant's profession.



# enVision Consulting Group

## VII. TERMINATION

District may, with or without reason, terminate this agreement and compensate Consultant for services rendered to the date of termination. District must submit termination request in writing and deliver via certified U. S. Mail to Consultant 30 days prior to actual date of termination of services by Contractor. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

## VIII. HOLD HARMLESS

VIII.1. Consultant agrees to and does hereby indemnify, hold harmless and defend the District and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

VIII.1.1. Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Consultant or any person, firm or corporation employed by the Consultant, either directly or by independent contract, upon or in connection with the services called for in this agreement, however caused, except for liability for damage referred to above which result from the negligence or willful misconduct of the District or its officers, employees or agents.

VIII.1.2. Any injury to or death of any person(s), including the District's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Consultant, or any person, firm or corporation employed by the Consultant, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this agreement, whether said injury or damage occurs whether on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

VIII.1.3. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this agreement.

## IX. WORKERS' COMPENSATION

Consultant shall purchase and maintain policies of Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

## X. COMPLIANCE WITH APPLICABLE LAWS

The services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in services covered by this agreement or accruing out of the performance of such services.



# enVision Consulting Group

## XI. ENTIRE AGREEMENT/AMENDMENT

This agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

## XII. NOTICE

All notices or demands to be given under this agreement by either party to the other, shall be in writing and given either by (a) personal service or (b) by U. S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U. S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this agreement, the addresses of the parties are as follows:

District:

Kit Carson Union Elementary School District  
9895 Seventh Avenue  
Hanford, CA 93230-9304

Consultant:

enVision Consulting Group, Inc.  
10535 Foothill Boulevard, Suite 410  
Rancho Cucamonga, CA 91730

## XIII. SEVERABILITY

If any term, condition or provision of this agreement and any exhibit attached hereto is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

## XIV. ATTORNEY FEES/COSTS

Should litigation be necessary to enforce any terms or provisions of this agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

THIS AGREEMENT IS ENTERED INTO THIS 23 DAY OF September.

BOARD APPROVAL DATE: Oct 21 (ratification)

Kit Carson Union Elementary School District

By: [Signature]  
(Signature of authorized representative)

Terro Barlow  
(Print name of authorized representative)

enVision Consulting Group, Inc.

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

Beth Hunter, President



# enVision Consulting Group

## Appendix A

### **ANNUAL PARENT'S RIGHTS NOTIFICATION**

NOW, THEREFORE, the parties agree as follows:

1. Services to be provided by consultant: Preparation of Annual Parent's Rights Notification as required by Education Code Section 48980.

#### **I. CONSULTANT'S RESPONSIBILITIES**

- I.1. Consultant shall collect, document and process the information necessary to prepare Annual Parent's Rights Notification.
- I.2. Consultant will provide one completed English version of Annual Parent's Rights Notification in grayscale, along with an electronic file for English versions (in a Portable Document Format) on CD Rom.
- I.3. Consultant will make a good faith effort to prepare Annual Parent's Rights Notification in accordance with existing laws, regulations and applicable written guidelines.

#### **II. SUPPLEMENTARY SERVICES**

- II.1. Spanish Translation Services – should District elect Spanish Translation services (English to Spanish) in the Compensation section of this agreement, Consultant shall translate from English to Spanish the Annual Parent's Rights Notification and will provide one completed Spanish version of Annual Parent's Rights Notification in grayscale, along with an electronic file for Spanish Version (in a portable Document Format) on CD Rom.
- II.2. Printing Services – should District elect printing services, Consultant will provide district with a quote related to the specific document format selected by the district and the number of notices required to be printed by Consultant.

#### **III. COMPENSATION**

District agrees to pay the Consultant for services satisfactorily rendered pursuant to this agreement a fee of (select term/compensation by initialing in the space provided):



# enVision Consulting Group

## Annual Parent's Rights Notification


- \_\_\_\_\_ One Year Agreement  
**\$1,500** for Annual Parent's Rights Notification services performed during the term of this contract.  
The contract includes all fees and expenses for travel.
- \_\_\_\_\_ Two-Year Agreement  
**\$1,250** for Annual Parent's Rights Notification services performed during the term of this contract.  
The contract includes all fees and expenses for travel.
- \_\_\_\_\_ Three-Year Agreement  
**\$1,000** for Annual Parent's Rights Notification services performed during the term of this contract.  
The contract includes all fees and expenses for travel.

Fee schedule for Annual Parent's Rights Notification services is as follows:

<u>Payment Amount</u>	<u>Due Date</u>
70%	Upon execution of contract
20%	Upon delivery of Annual Parent's Rights Notification draft
10%	Upon delivery of completed, approved Annual Parent's Rights Notification document

## SPANISH TRANSLATION SERVICES

 District accepts **Spanish Translation Services** and has selected the following term/compensation:

-  \_\_\_\_\_ One Year Agreement  
**\$500** Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.
- \_\_\_\_\_ Two-Year Agreement  
**\$450** Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.
- \_\_\_\_\_ Three-Year Agreement  
**\$400** Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.

Fee schedule for Spanish Translation services is as follows:

<u>Payment Amount</u>	<u>Due Date</u>
50%	Upon execution of contract
50%	Upon delivery of drafts



Agenda Item:

5g	Consider ratifying the Agreement between Tulare County Superintendent of Schools and Kit Carson Union Elementary School District for the Tulare County Beginning Teacher Support and Assessment Induction Consortium
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From: Todd Barlow

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

Superintendent's Recommendation: Consideration for approval

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

## **A. General**

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

## **B. Parameters**

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

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

## **C. Purpose**

The purpose of this Agreement is to establish a formal working relationship between the parties to this agreement and to set forth the operative conditions which will govern this partnership. Tulare County Superintendent of Schools and Kit Carson Union School District will form a partnership in providing and coordinating services as part of the Tulare County Beginning Teacher Support and Assessment Induction Consortium, hereinafter referred to as "TCBTSAIC".

## **D. Responsibilities - General**

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

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

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

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

- a. Provide release time for each Site Administrator who has not been previously trained to attend BTSA *Induction Roles and Responsibilities of K-12 Organizations*.
- b. Select Participating Teachers and Support Providers to participate in the TCBTSAIC according to the program standards as defined by California mandates.
- c. Assign Participating Teachers to classroom assignments that provide opportunities for success and professional growth, or provide additional assistance/support to Participating Teachers assigned to work in more challenging settings.
- d. Provide exemplary veteran teachers to work as Support Providers who will meet regularly with Participating Teachers in order to provide on-going assistance and support (at the district's expense).
- e. Ensure Support Providers attend scheduled FACT training as well as provide a minimum of four half-days of release time to observe and meet with each of their Participating Teachers.
- f. Ensure Participating Teachers and Support Providers attend scheduled Professional Development training as outlined by the program.
- g. Ensure Participating Teachers receive release time to meet with their Support Providers and to observe/visit exemplary teachers in their classrooms.
- h. Ensure all district and site administrative staff will respect the confidentiality between the Support Provider and the Participating Teacher. TCBTSAIC activities, support, and assessment will not be considered in district teacher evaluation, merit pay, salary increases, promotions, or sanctions.
- i. Ensure that Site Administrator will:
  - (1) provide opportunities for the Support Provider and the Participating Teacher to meet in a private place to interact;
  - (2) provide site orientation activities for all Participating Teachers designed to inform them of site resources, personnel, procedures, policies, and other appropriate information;
  - (3) understand and agree that the activities of the BTSA Induction program can play no part in the formal evaluation process of any Participating Teacher.
- j. Participate in the program evaluation.
- k. Appoint a district coordinator who will facilitate district general responsibilities as described above and participate in Consortium Leadership Team activities.

**E. Responsibilities - Fiscal**

***TCSOS, in its capacity as LEA, agrees to:***

- a. Provide overall fiscal responsibility for the administration of the program.
- b. Develop and maintain a budget that allocates amounts sufficient to meet the cost of implementing its program responsibilities listed in D, above.
- c. Expend income according to regularly established policies and procedures of the Tulare County Office of Education.

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

- a. Develop and maintain a district budget that allocates amounts sufficient to meet the cost of implementing its program responsibilities listed in D, above.
- b. **The following fee structure for participation in the program applies. The cost will be \$3,000 per participating teacher, per year (regardless of the Participating Teacher's start date).**

**The District will be billed in September for their Participating Teachers who are in the program at that time. The District will then be billed a second time in December for any teachers who were added to the program after the September billing.**

**F. Other Conditions**

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

TCSOS and TCBTSAIC shall have the authority to adapt and adopt materials developed by TCBTSAIC for dissemination purposes.

For those participants that meet the Early Completion Option requirements the fee will be \$3,500 for the one year experience.


**TULARE COUNTY SUPERINTENDENT OF SCHOOLS:    KIT CARSON UNION SCHOOL DISTRICT:**

By: \_\_\_\_\_  
Signature of Authorized Official  
Tulare County Superintendent of Schools

Name: Jim Vidak

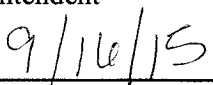
Title: County Superintendent of Schools

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

By: \_\_\_\_\_  
Signature of Authorized District Official  
Kit Carson Union School District

Name: Todd Barlow

Title: Superintendent

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

Agenda Item:

5h	Consider approving and adopting the second reading of certain Board Policies and Administrative Regulations
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From: Todd Barlow

Purpose: To update Board policies as advised by the California School Boards Association

School Plans/Site Councils

Uniform Complaint Procedures (option 1)

Staff Development (certificated)

Staff Development (classified)

Bullying

(Board) Organization (see option 2)

Superintendent's Recommendation: Consideration for approval

**SCHOOL PLANS/SITE COUNCILS**

The Governing Board believes that comprehensive planning that is aligned with the district's local control and accountability plan (LCAP) is necessary at each school, in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

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

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 64001)

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1431 - Waivers)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6190 - Evaluation of the Instructional Program)*

As appropriate, a school may incorporate any other school program into the SPSA. (Education Code 64001)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. He/she shall also ensure that specific actions included in the district's LCAP are consistent with the strategies identified in each school's SPSA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA and any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. (Education Code 64001)

**SCHOOL PLANS/SITE COUNCILS (continued)**

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 52855)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

*Legal Reference:*EDUCATION CODE52-53 *Designation of schools*33133 *Information guide for school site councils*35147 *Open meeting laws exceptions*41540-41544 *Targeted instructional improvement block grants*52060-52077 *Local control and accountability plan*52176 *Advisory committees*52852 *School site councils*54000-54028 *Educationally Disadvantaged Youth Programs*54425 *Advisory committees (compensatory education)*56000-56867 *Special education*64000 *Categorical programs included in consolidated application*64001 *Single school plan for student achievement, consolidated application programs*CODE OF REGULATIONS, TITLE 53930-3937 *Compliance plans*UNITED STATES CODE, TITLE 206311 *Accountability, adequate yearly progress*6312-6319 *Title I programs; plans*6421-6472 *Programs for neglected, delinquent, and at-risk children and youth*6601-6651 *Teacher and Principal Training and Recruitment program*6801-7014 *Limited English proficient and immigrant students*7101-7165 *Safe and Drug-Free Schools and Communities*7341-7355c *Rural Education Initiative**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014*WEST ED PUBLICATIONS*California Healthy Kids Survey**California School Climate Survey*WEB SITES*California Department of Education, Single Plan for Student Achievement:**<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>**U.S. Department of Education: <http://www.ed.gov>**WestEd: <http://www.wested.org>*

**SCHOOL PLANS/SITE COUNCILS**

**School Site Councils**

Each school shall have a school site council composed of the following: (Education Code 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school
5. If the school is a secondary school, students attending the school selected by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parent/guardian representatives. For a secondary school site council, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

*(cf. 1220 - Citizen Advisory Committees)*

**Single Plan for Student Achievement**

Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which shall



**SCHOOL PLANS/SITE COUNCILS (continued)**

approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 64001)

*(cf. 1431 - Waivers)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6184 - Continuation Education)*

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Such groups may include, but are not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP); advisory committees established for English learner and special education programs; Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

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

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 6190 - Evaluation of the Instructional Program)*

The SPSA shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data identified pursuant to law, and may consider any other data developed by the district to measure student achievement. (Education Code 52062, 64001)

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*(cf. 6162.52 - High School Exit Examination)*

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by law
2. Identify the means of evaluating the school's progress toward accomplishing those goals

**SCHOOL PLANS/SITE COUNCILS (continued)**

3. Identify how state and federal law governing the categorical programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.
2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to the Board, school site council, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

**UNIFORM COMPLAINT PROCEDURES**

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

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

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

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

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

*(cf. 3260 - Fees and Charges)*

*(cf. 3320 - Claims and Actions Against the District)*

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

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

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

6. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

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

*(cf. 5125 - Student Records)*

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

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

## **UNIFORM COMPLAINT PROCEDURES (continued)**

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

*(cf. 3580 - District Records)*

### **Non-UCP Complaints**

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

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

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

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

*Legal Reference: (see next page)*

## UNIFORM COMPLAINT PROCEDURES (continued)

### *Legal Reference:*

#### EDUCATION CODE

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

#### GOVERNMENT CODE

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

#### PENAL CODE

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

#### CODE OF REGULATIONS, TITLE 5

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

#### UNITED STATES CODE, TITLE 20

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

#### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

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

*Legal Reference continued: (see next page)*

## UNIFORM COMPLAINT PROCEDURES (continued)

### *Legal Reference: (continued)*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

### *Management Resources:*

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

## UNIFORM COMPLAINT PROCEDURES

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

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

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

### Compliance Officers

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

Superintendent

(title or position)

9895 7th Avenue Hanford CA 93230

(address)

559-582-2843

(telephone number)

tharlow@kitcarsonschool.com

(email)

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

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

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation,



## **UNIFORM COMPLAINT PROCEDURES (continued)**

or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

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

### **Notifications**

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

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

*(cf. 0420 - School Plans/Site Councils)*

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3260 - Fees and Charges)*

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

*(cf. 5145.6 - Parental Notifications)*

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
  - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

- e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

### **District Responsibilities**

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

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

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

### **Filing of Complaints**

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

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

**Mediation**

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However,

## **UNIFORM COMPLAINT PROCEDURES (continued)**

mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

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

### **Investigation of Complaint**

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

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

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

## **UNIFORM COMPLAINT PROCEDURES (continued)**

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

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

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

### **Report of Findings**

#### **OPTION 1:**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

#### **OPTION 2:**

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

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

## **UNIFORM COMPLAINT PROCEDURES (continued)**

### **Final Written Decision**

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

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

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

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

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

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

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

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

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

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

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



## **UNIFORM COMPLAINT PROCEDURES (continued)**

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

### **Corrective Actions**

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

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

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

## **UNIFORM COMPLAINT PROCEDURES (continued)**

9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

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

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

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

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

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

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

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

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

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

**STAFF DEVELOPMENT**

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

*(cf. 6111 - School Calendar)*

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district and school plans.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0420 - School Plans/Site Councils)*

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

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

*(cf. 6011 - Academic Standards)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.2 - World/Foreign Language Instruction)*

*(cf. 6142.3 - Civic Education)*

*(cf. 6142.5 - Environmental Education)*

*(cf. 6142.6 - Visual and Performing Arts Education)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

*(cf. 6142.94 - History-Social Science Instruction)*

2. Use of effective, subject-specific teaching methods, strategies, and skills

3. Use of technologies to enhance instruction

*(cf. 0440 - District Technology Plan)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 6163.4 - Student Use of Technology)*

**STAFF DEVELOPMENT (continued)**

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

*(cf. 4112.22 - Staff Teaching English Language Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6171 - Title I Programs)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6175 - Migrant Education Program)*

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

*(cf. 6178 - Career Technical Education)*

6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

## **STAFF DEVELOPMENT (continued)**

### **10. Knowledge of topics related to student health, safety, and welfare**

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.63 - Steroids)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5141.52 - Suicide Prevention)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

### **11. Knowledge of topics related to employee health, safety, and security**

*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 4158/4258/4358 - Employee Security)*

The Superintendent or designee shall, in conjunction with teachers, interns, and administrators, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

*(cf. 4112.2 - Certification)*  
*(cf. 4112.21 - Interns)*  
*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*  
*(cf. 4131.1 - Teacher Support and Guidance)*

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

*(cf. 4115 - Evaluation/Supervision)*

**STAFF DEVELOPMENT** (continued)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

## STAFF DEVELOPMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

44032 Travel expense payment  
44259.5 Standards for teacher preparation  
44277 Professional growth programs for individual teachers  
44300 Emergency permits  
44325-44328 District interns  
44450-44468 University internship program  
44570-44578 Inservice training, secondary education  
44830.3 District interns  
45028 Salary schedule and exceptions  
48980 Notification of parents/guardians; schedule of minimum days  
52060-52077 Local control and accountability plan  
56240-56245 Staff development; service to persons with disabilities  
99200-99206 Subject matter projects

#### GOVERNMENT CODE

3543.2 Scope of representation of employee organization

#### CODE OF REGULATIONS, TITLE 5

13025-13044 Professional development and program improvement  
80021 Short-term staff permit  
80021.1 Provisional internship permit  
80023-80026.6 Emergency permits

#### UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers  
6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

### *Management Resources:*

#### CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Professional Learning: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmf.ucop.edu>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>



**STAFF DEVELOPMENT**

The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4261.3 - Professional Leaves)*

The Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0420 - School Plans/Site Councils)*

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

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

1. Student learning and achievement
  - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
  - b. Alignment of curriculum and instructional materials with Common Core State Standards
  - c. The management and use of state and local student data to improve student learning
  - d. Best practices in appropriate interventions and assistance to at-risk students

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

## **STAFF DEVELOPMENT (continued)**

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

### **2. Student and campus safety**

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 3515.5 - Sex Offender Notification)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 4158/4258/4358 - Employee Security)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

### **3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance**

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 6163.4 - Student Use of Technology)*

### **4. School facility maintenance and operations, including best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites**

*(cf. 3510 - Green School Operations)*  
*(cf. 3511- Energy and Water Management)*

### **5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates**

*(cf. 6159 - Individualized Education Program)*  
*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*  
*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

### **6. School transportation and bus safety**

*(cf. 3540 - Transportation)*  
*(cf. 3541- Transportation for School-Related Trips)*  
*(cf. 3541.2 - Transportation for Students with Disabilities)*  
*(cf. 3542 - Bus Drivers)*  
*(cf. 3543 - Transportation Safety and Emergencies)*

**STAFF DEVELOPMENT** (continued)

7. Parent involvement, including ways to increase parent involvement at school sites

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 6020 - Parent Involvement)*

8. Food service, including food preparation to provide nutritional meals, food safety, and food management

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3555 - Nutrition Program Compliance)*  
*(cf. 5030 - Student Wellness)*

9. Health, counseling, and nursing services

*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.23 - Asthma Management)*  
*(cf. 5141.24 - Specialized Health Care Services)*  
*(cf. 5141.26 - Tuberculosis Testing)*  
*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.52 - Suicide Prevention)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites

*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 3514.2 - Integrated Pest Management)*  
*(cf. 6161.3 - Toxic Art Supplies)*

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

*(cf. 4215 - Evaluation/Supervision)*

## **STAFF DEVELOPMENT (continued)**

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program.

*(cf. 0500 - Accountability)*

### *Legal Reference:*

#### EDUCATION CODE

44277 Professional growth programs for individual teachers

44032 Travel expense payment

45380-45387 Retraining and study leave (classified employees)

45390-45392 Professional development for classified school employees

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

#### GOVERNMENT CODE

3543.2 Scope of representation of employee organization

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

### *Management Resources:*

#### WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California School Employees Association: <http://www.csea.com>

**BULLYING**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*Cyberbullying* includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

*(cf. 5145.2 - Freedom of Speech/Expression)*

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 6020 - Parent Involvement)*

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

*(cf. 1020 - Youth Services)*

**Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a

## **BULLYING (continued)**

positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

*(cf. 5137 - Positive School Climate)*

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6163.4 - Student Use of Technology)*

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school

## **BULLYING (continued)**

support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

*(cf. 6164.2 - Guidance/Counseling Services)*

### **Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

### **Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

**BULLYING (continued)**

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

**Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

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

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference: (see next page)*



## **BULLYING (continued)**

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
32282 Comprehensive safety plan  
32283.5 Bullying; online training  
35181 Governing board policy on responsibilities of students  
35291-35291.5 Rules  
48900-48925 Suspension or expulsion  
48985 Translation of notices  
52060-52077 Local control and accountability plan

#### PENAL CODE

422.55 Definition of hate crime  
647 Use of camera or other instrument to invade person's privacy; misdemeanor  
647.7 Use of camera or other instrument to invade person's privacy; punishment  
653.2 Electronic communication devices, threats to safety

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

#### CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

#### COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

*Management Resources: (see next page)*

## **BULLYING (continued)**

### *Management Resources:*

#### CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education: <http://www.ed.gov>

**ORGANIZATION**

**Annual Organizational Meeting**

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

*(cf. 9140 - Board Representatives)*

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9230 - Orientation)*

*(cf. 9240 - Board Development)*

*(cf. 9320 - Meetings and Notices)*

*(cf. 9323 - Meeting Conduct)*

**ORGANIZATION** (continued)

**Election of Officers**

**OPTION 1:** The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

**OPTION 2:** The Board shall each year elect its entire slate of officers.

No Board member shall serve more than 4 consecutive year(s) in the same office.

*(cf. 9224 - Oath or Affirmation)*

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

*Legal Reference:*

EDUCATION CODE

5017 Term of office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)