

**KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT**  
**BOARD MEETING & LOCAL CONTROL ACCOUNTABILITY PLAN MEETING AGENDA**  
September 16, 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).*
- c. Public Hearing: *Sufficiency of Instructional Materials (see item 5g).*

**3. Presentations, reports and communications**

- a. Staff reports
- b. Board member reports
- c. Superintendent report/review calendar of events p 1-2

**4. Information items**

- a. 1st reading of certain Board policies for review and update p 3
- b. Update on facilities projects p 43
- c. State test scores (CAASPP) p 46

**5. Action items**

- a. Consider approving minutes of the August 19, 2015 Board meeting p 50
- b. Consider approving Interdistrict Requests p 57
- c. Review and approve the Bills and Warrants p 59
- d. Consider designating the old Math series as surplus p 110
- e. Consider ratifying the contract between Kit Carson Union Elementary School District and School Site Solutions p 116
- f. Consider approving the Agreement between Sierra Outdoor School and Kit Carson Union Elementary School District p 119
- g. Consider approving the MOU between Kit Carson Union Elementary School District on Kings Valley Academy Charter School p 123
- h. Consider approving Resolution 1516-04; Sufficiency of Instructional Materials p 133
- i. Consider approving Resolution 1516-03; GANN Limit p 136
- j. Consider approving the current Expense Allocation Agreement p 141
- k. Consider approving the Unaudited Actuals p 147
- l. Consider approving the contract for legal services between Kit Carson Union Elementary School District and Griswold LaSalle p 181

**6. Future Planning and Adjournment**

- a. Next Regular Board Meeting: Wednesday, October 21, 2015
- b. Future board agenda items
- c. Adjourn meeting

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

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





## SEPTEMBER 2015

**DISCLAIMER: RESPECT RESPONSIBILITY FINANCIAL LITERACY CITIZENSHIP**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3  6:30 PM MONUMENT & MARQUEE COMMITTEE	4  3:15 SPORTS @ LAKESIDE	5
6	7  NO SCHOOL LABOR DAY	8  PTC MEETING 6:30	9	10  BEST DAY	11  2:30 SPORTS SRM @ KC	12
13	14  2:05 PL DAY ROOM 32	15  2:30 SPORTS KRH @ KC	16  6:30 – BOARD MEETING	17  CPM TRAINING: BENEDICT MCCLELLAND	18	19
20	21  CABINET MEETING 9:15  FACULTY MEETING/ COLLABORATION 2:05 PM RM 32	22  CITIZENSHIP AWARD NAMES DUE TO SCHOOL SECRETARY	23  6:00 PM FAMILY NIGHT	24  BEST DAY	25  PHOTO MAKE UP DAY  2:30 SPORTS HCS @ KC	26
27	28	29  CITIZENSHIP LUNCH 11:30 K-3 12:05 4-8  GRADES DUE FOR ELIGIBILITY/PROGR ESS REPORTS	30  AUDITORS HERE			

# OCTOBER 2015

TRICK-OR-TREAT KENPEX RESPONSIBILITY FUNDING CHANGING COURSES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 AUDITORS HERE	2 AUDITORS HERE	3
4	5  PARENT TEACHER CONFERENCES 1:45-4:15	6 2:30 SPORTS @ SRM	7	8	9 2:30 SPORTS @ KRH	10
11	12 NO SCHOOL  PARENT TEACHER CONFERENCES ALL DAY	13 PTC MEETING 6:30	14	15	16	17 FOOTBALL & VOLLEYBALL TOURNAMENTS @ HCS SCHEDULE TBD
18	19  PARENT TEACHER CONFERENCES 1:45-4:15	20	21 BOARD MEETING 6:30 PM	22	23	24
25	26 CABINET MEETING 9:15  FACULTY MEETING/ COLLABORATION 2:05 PM RM 32	27	28	29 CITIZENSHIP LUNCH 11:30 K-3 12:05 4-8  BEST DAY	30 9:00 AM -TRICK OR TREAT FOR "K" AT DOWNTOWN HANFORD  HALLOWEEN CLASS PARTIES 2:00 PM 	31

**Agenda Item:**

4a	1st reading of certain Board policies for review and update
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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: Review for future action**



**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>*

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
July 2015

**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.

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
July 2015



**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://csmpp.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/lr/ss>

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>

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
July 2015

**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)

**Agenda Item:**

4b	Update on facilities projects
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**From:** Todd Barlow

**Purpose:** To update trustees on the state of projects for the maintenance and improvement of facilities

**Superintendent's Recommendation:** Review for future action

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

*Updated September 2015*

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



Superintendent/Principal  
Todd Barlow

# KIT CARSON

## UNION ELEMENTARY SCHOOL DISTRICT

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



Board of Trustees

Andy Atsma  
Alejandro Acosta  
Sheree Deniz  
Joe Oliveira

September 10, 2015

**To: Tulare & Kings Counties Builder's Exchange  
1223 South Lovers Lane  
Visalia, CA 93292**

**Re: Creation of List Of Contractors Interested in Bidding on Kit Carson Union Elementary School District  
Construction Projects Pursuant to the California Uniform Public Construction Cost Accounting Act**

Dear Sir or Madam:

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 beginning immediately and continuing until December, 2015. Please post this notice in your publication, inviting interested California contractors to provide the following information to the District.

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

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

1. **Contractor's Name & Address:** The contractor's name and address to which the District should send notices of District projects.
2. **Contractor's Phone Number:** The contractor's phone number at which the contractor may be reached.
3. **Type of Work:** The type of work for which the contractor is licensed and for which the contractor is interested in performing for the District (e.g., carpentry, earthwork, electrical, landscaping, painting, etc.).
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

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**

The District looks forward to receiving contractors' submittals. Thank you.

Todd Barlow, Superintendent/Principal

*"Where students come first"*



**Agenda Item:**

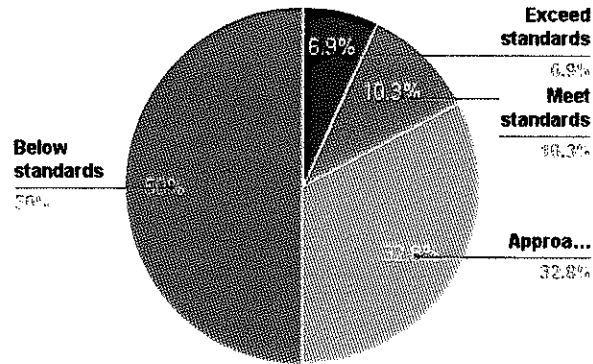
<b>4c</b>	<b>State test scores (CAASPP)</b>
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**From: Todd Barlow**

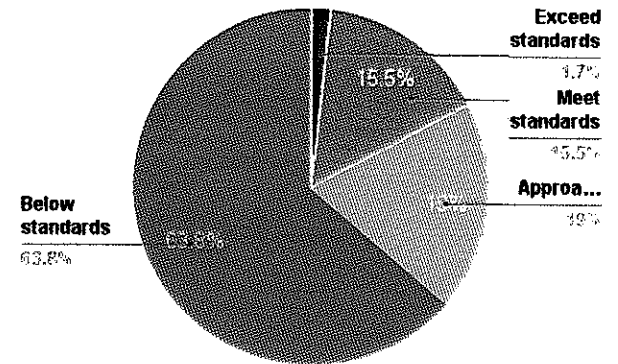
**Purpose: To review district level data on the California Assessment of Student Performance and Progress**

**Superintendent's Recommendation: Review for planning and oversight**

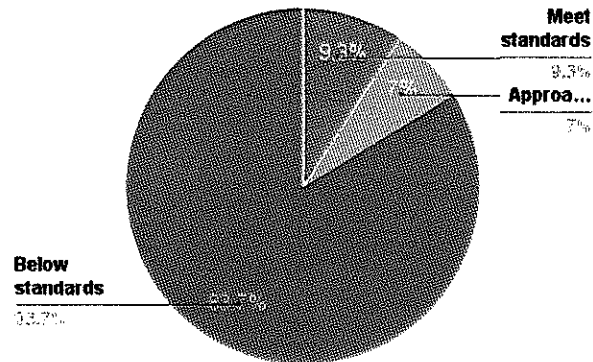
3rd grade ELA



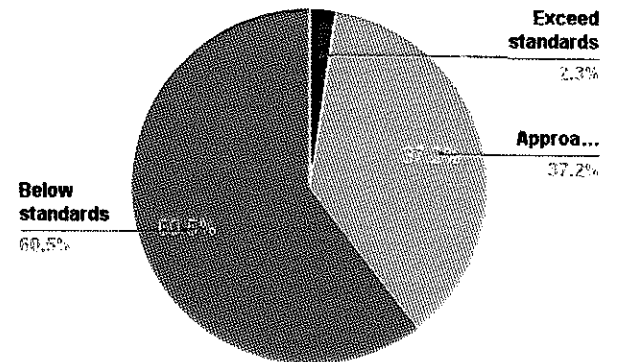
3rd Grade Math



4th grade ELA

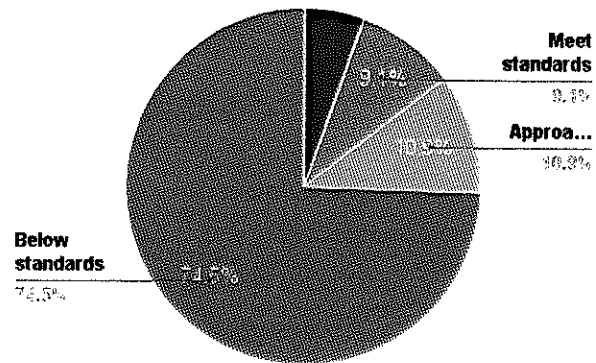


4th grade Math

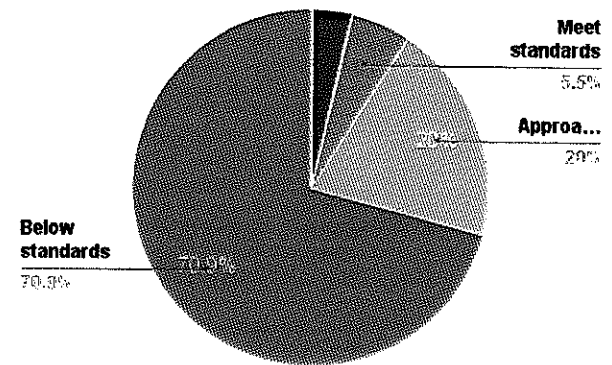




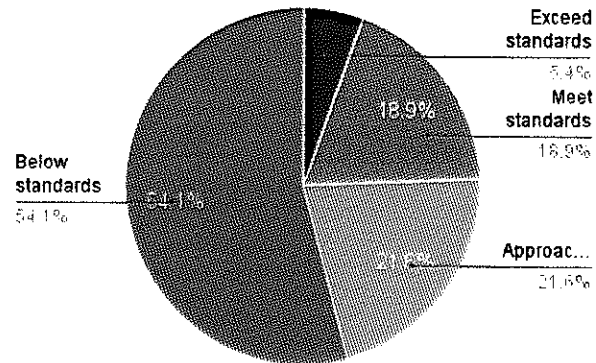
5th grade ELA



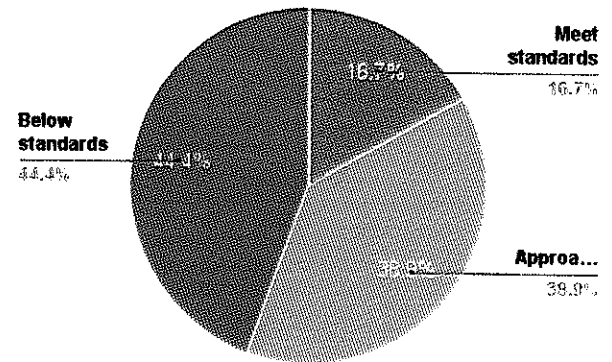
5th grade Math



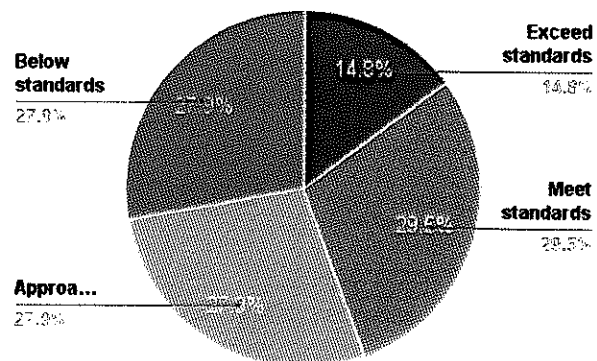
6th grade ELA



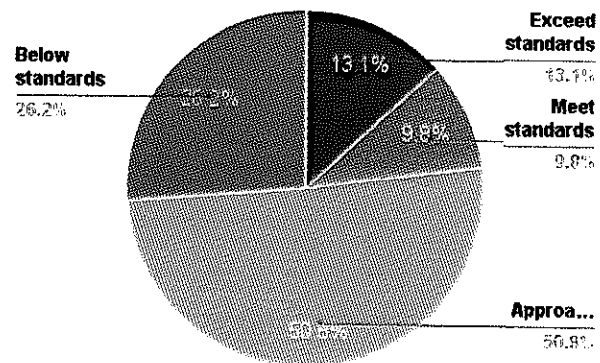
6th grade Math



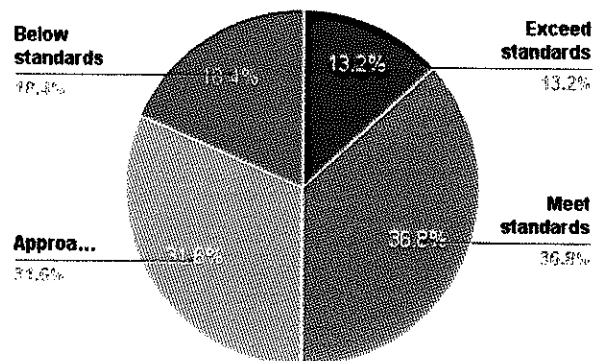
7th grade ELA



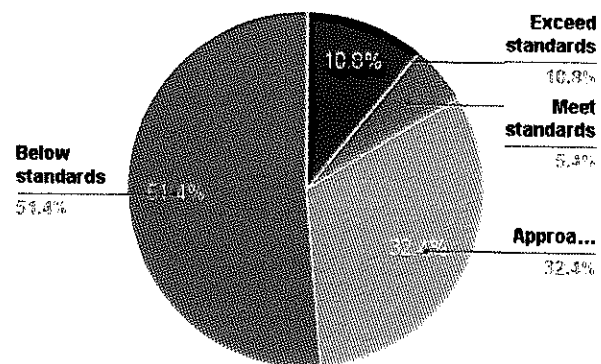
7th grade Math



8th grade ELA



8th grade Math



**Agenda Item:**

5a	Consider approving the minutes of the August 19, 2015 Board meeting.
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**From:** Margaret DeSantos

**Purpose:** Review the minutes and verify that they accurately reflect the discussions and actions of the meeting.

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

# KIT CARSON UNION SCHOOL DISTRICT

## *Board Meeting Minutes of August 19, 2015*

6:30 pm

### **1. OPEN SESSION**

- a) Call to Order: Andy Atsma, President called the meeting to order at 6:35 pm
- b) Members present: Andy Atsma, Sheree Deniz and Joe Oliveira. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Shelley Leal, Robert Inabnit, Mr. Daryl Archer, Jason Chemeleski, Veronica Sanchez, Chris Bristow from Indoor Environmental Services.
- c) Shelley Leal led the pledge to the flag

### **2. Public comments and public hearings**

- a) Jason Chemeleski stated that the Flagpole at the front of the school looks, "Awesome!" Mr. Chemeleski also stated that the district is in need of more Chromebooks for the students.  
Veronica Sanchez was present and stated that she has a 4 year old in Preschool, but would like him to be enrolled as a T/K student at Kit Carson. She is stated that he is bored at Preschool and is a bright child and would benefit being a T/K student.  
Mr. Archer inquired and express interest in becoming board member of the District.

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

- a) Staff Report:
  - i. Margaret DeSantos stated that Kit Carson has 368 enrolled and Mid Valley is at 21
  - ii. Shelley Leal reported that the she is closing out the financial books for school year 2014-15
  - iii. Robert Inabnit stated that they are keeping busy with the upkeep of the school
- b) Board member reports:  
Trustee Oliveira complimented Mr. Barlow and staff on having the students line up at the basketball courts and performed the pledge to the flag as a whole.  
Trustee Acosta - no report  
Trustee Deniz - no report  
Trustee Atsma - no report
- c) Superintendent's Report; Mr. Barlow updated the Board on a potential security threat. He received information from a concerned parent that a suspicious individual was in the area of a nearby neighborhood and the local authorities were in search of the individual. He stated that the school perimeters were secured and patrolled by staff. Mr. Barlow stated that the gates were unlocked at 2:15 PM after he spoke with a Sheriff's deputy.

Mr. Barlow also reported on a Crop Duster that was spraying too close to the school. Mrs. DeSantos called the Kings County Ag Department to report the incident. The matter was looked into by the Kings County Ag Department and Mr. Barlow spoke with a representative from the department who was going to contact the company crop dusting.

Mr. Barlow spoke in regards to new Transitional Kindergarten law; he stated that the district is required to offer T/K to students who will turn 5 years old between September

2nd and December 2nd. Mr. Barlow stated that as a general rule the district does not enroll a student who turn 5 years old after December 2nd, but existing legislation allows for the Board to consider entry for student on a case by case basis. Mr. Barlow recommends that the district follow the Law regarding the dates of entry in order to avoid confusion about criterion for entry. Mr. Barlow also stated that he spoke with Kindergarten staff and they, too, recommend that we follow the dates in the law. A discussion was held regarding how a case-by-case basis and how the best needs of students might be met.

Mr. Barlow reported that he and Robin Jones have completed 46 teacher classroom walk throughs.

Mr. Barlow informed the Board members that he would like to move the board meetings to Room 31. He stated that Room 31 has the Powerpoint equipment set-up and would be a convenient place to meet.

Mr. Barlow discussed declining enrollment and its effect on Kit Carson School and staff. He stated that five years ago we had 420+ student enrolled, however this school year we are well under 400.

#### 4. Information items

a) Review Quarterly Report on Williams Uniform Complaints

Mr. Barlow stated that there are no complaints

b) Public review of changes to Revenues and Expenditures to reflect Budget Act

Shelley Leal discussed the changes made to the 2015-16 Revenues and Expenditures to reflect the changes in the funding made available by the Budget Act, per Education code 42127(h).

c) Revisions to the District's Local Control Accountability Plan (LCAP)

Mr. Barlow informed the Board that this is a requirement, and the LCAP was approved by the board on June 24th, there are some minor changes on the update

d) Review District Mission Statement

President Atsma inquired of Mr. Barlow if the District Mission Statement could be reduced to 19 words or less. Mr. Barlow is to edit the Mission Statement and place it back on the agenda for Board approval.

e) Information regarding a contract with School Site Solutions for oversight of the formal bidding process for a new fence of the Southwest side of the school

Mr. Barlow stated that he contacted John Dominguez and John send to Mr. Barlow information on this matter. He stated that any project over \$15,000 must go out for bids, however if the Governing Board were to approve the California Uniform Public Construction Cost Accounting Procedures, then the public projects of \$45,000 or less may be performed by negotiated contract, and projects between \$45,000 and \$175,000 could be contracted using an informal bidding process.

#### 5. Action items

a) Consider approving Board minutes of June 24, 2015 and Board minutes of July 15, 2015

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

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

b) Review and accept Bills and Warrants

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

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

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

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

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

d) Consider renewing the Agreement with Kings County Office of Education & Kit Carson Union School District for the Kit Carson Preschool Program

Mr. Barlow stated that there are no changes to the Agreement. It was moved by Trustee Oliveira to approve the Agreement as presented; Trustee Atsma seconded the motion. Motion passed on a 4-0 vote.

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

e) Consider approval of the Kings County School Districts Consortium Plan for Serving Expelled Students

Mr. Barlow stated that this is an annual item. It was moved by Trustee Atsma to approve the Consortium Plan as presented; Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

Trustee Alcosta	Trustee Atsma	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye

f) Consider renewing the Agreement: School Attendance Review Board between Kings County Office of Education and Kit Carson Union Elementary School District

Mr. Barlow stated that there are no changes to the Agreement and this also is an annual item. It was moved by Trustee Oliveira as presented; Trustee Acosta seconded the motion. Motion passed on a 4-0 vote.

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



- g) Consider increasing the breakfast and lunch meal prices: Breakfast from \$1.15 to \$1.20 and Lunch from \$1.75 to \$1.80

Shelley Leal stated that per state law the breakfast and lunch meal prices increase every year until the district is matched with the Federal program. It was moved by Trustee Oliveira to approve the increase as presented; Trustee Acosta seconded the motion.

Motion passed on a 4-0 vote.

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

- h) Consider approving the increase of the certificated substitute pay rate

It was moved by Trustee Oliveira to approve the increase as presented;

Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

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

- i) Consider approving the Section 125 Flexible Benefit Plan

Shelley Leal stated that this is an annual item and it includes the classified staff. It was moved by Trustee Deniz to approve the Flexible Benefit Plan as presented; Trustee Oliveira seconded the motion. Motion passed on a 4-0 vote.

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

- j) Consider adopting Resolution 1516.01; Agreement between Kit Carson Union Elementary School District and Indoor Environmental Services (IES)

Chris Bristow from Indoor Environmental Services was present and reviewed the Analysis Report with all present. Mr. Bristow stated that the project should be completed in 4 years. He also stated that there will be no risk to Kit Carson School and Mid Valley School. After a brief discussion it was moved by Trustee Atsma to approve the Resolution as presented; Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

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

- k) Consider approval of Resolution 1516.02; Governing Board of the Kit Carson Union Elementary School District to become subject to California Uniform Public Construction Cost Accounting Act (CUPCCAA) Procedures (CUPCCAA)

Mr. Barlow stated that this Resolution, if approved, would allow Kit Carson to accept contracts under the CUPCCAA Act. The CUPCCAA Act provides an exception to the general rule for school districts and the governing board may delegate the Superintendent to accept contracts with the CUPCCAA Act. It was moved by Trustee Oliveira to approve

Resolution 1516-02 as presented; Trustee Acosta seconded the motion. Motion passed on a 4-0 vote.

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

**l) Consider approving the revised Agreement between Tulare County Superintendent of Schools and Kit Carson School District: Library Media Services for 2015-16**

Mr. Barlow informed the Board that this Agreement has been revised to include Mid Valley School. It was moved by Trustee Deniz to approve the agreement as presented; Trustee Atsma seconded the motion. Motion passed on a 4-0 vote.

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

**7. Personnel**

**a) Consider approving the updated Salary Schedule for the Superintendent/Principal**

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

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

**b) Consider accepting the resignation of a certificated and classified staff member**

It was moved by Trustee Oliveira to accept the resignations as presented; Trustee Acosta seconded the motion. Motion passed on a 4-0 vote.

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

**c) Consider ratifying the action by the Superintendent in hiring of a new certificated member**

It was moved by Trustee Atsma to approve the new hire as presented; Trustee Oliveira seconded the motion. Motion passed on a 4-0 vote.

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

**d) Consider approving a stipend for the Director of Operations for Water Project/System Oversight**

Mr. Barlow stated that the stipend will be per fiscal year. It was a unanimous vote by all Trustees to approve the stipend as presented. Motion passed on a 4-0 vote.

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



**8. Future Planning and Adjournment:**

a) Next meeting: Wednesday, September 23, 2015 6:30 PM.

b) Future board agenda items: Unaudited Actuals, Donation of the old Math Series to surplus

At the end of the meeting, Mr. Chmielewski asked when the school is going to install cameras. He stated that he has brought up the topic at three meetings and no action has been taken. There was a short discussion regarding the installation of cameras and a quote received from a local camera vendor.

c) Adjourn meeting at 8:07 pm. No closed session.

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

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

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

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

**Agenda Item:**

5b	Consider approving Interdistrict Requests
----	---

**From:** Margaret DeSantos

**Purpose:** Consider approval of inter-district requests

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

# AGENDA REQUEST FORM

**TO:** Todd Barlow, Superintendent/Principal  
**FROM:** Margaret DeSantos, Administrative Secretary

**DATE:** August 24, 2015

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

**FOR:**            ( ) Information  
                      (X) Action

**Date you wish to have your item considered:**  
September 16, 2015

**Item:**  
Inter-district Attendance Request for 2015-2016 school years as presented

**Purpose:**

To approve the following:

[illegible]



**Agenda Item:**

<b>5c</b>	<b>Review and approve the Bills and Warrants</b>
-----------	--

**From: Shelley Leal**

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

**08/14/2015 \$21,349.94**

**08/21/2015 \$11,633.18**

**08/28/2015 \$26,199.06**

**09/04/2015 \$30,888.91**

**09/09/2015 \$2,576.41**

**Fiscal impact: Total bills and warrants equal \$92,647.50**

**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	21	\$17,164.31
Credit Card Payments	7	\$4,185.63
Grand Total for Payments Dated:	08/14/2015	\$21,349.94

☒ Authorized Officer/Employee Todd Bonhew  
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 08/14/2015

Varrant Number	Vendor Number	Vendor Name	Amount
12497506	419	CECILIA BARTRAM	\$138.68
12497507	290	LORI BRENNER	\$124.47
12497508	850	JILL CHRISMAN	\$253.14
12497509	1097	DE LAGE LANDEN	\$213.60
12497510	331	THE GAS COMPANY	\$135.11
12497511	1195	HEDGES PEST CONTROL	\$195.00
12497512	474	KINGS CO OFFICE OF EDUCATION	\$74.85
12497513	1261	TRACEY LAMATTINO	\$93.33
12497514	535	STEVEN LLOYD	\$233.36
12497515	205	MADERA COUNTY OFFICE OF ED	\$80.00
12497516	222	MICHAEL'S PLUMBING SUPPLIES	\$33.43
12497517	1046	MULTI-TECH MOBILE SERVICE	\$1,913.26
12497518	805	JEAN PASLEY	\$151.86
12497519	256	PEARSON EDUCATION	\$3,909.06
12497520	1260	R&R BACKFLOW	\$50.00
12497521	897	SCHOOL PATHWAYS LLC	\$150.00
12497522	399	SCHOOL SERVICE INC.	\$36.90
12497523	330	SO CALIF EDISON CO	\$5,915.57
12497524	836	SOUTHWEST SCHOOL & OFF. SUPPLY	\$253.56
12497525	206	SYSCO FOOD SERVICES	\$1,209.13
12497526	1253	THE MATH LEARNING CENTER	\$2,000.00
Total Amount of All Warrants:			\$17,164.31

**Credit Card Register For  
Payments Dated 08/14/2015**

Document Number	Vendor Number	Vendor Name	Amount
14012392	34	BOUND TO STAY BOUND INC	\$862.60
14012393	63	CENTRAL DRUG SYSTEM INC.	\$396.00
14012394	112	FOLLETT EDUCATIONAL SERVICES	\$533.50
14012395	165	JORGENSEN & CO.	\$1,035.09
14012396	136	LEE CENTRAL CALIF. NEWSPAPERS	\$121.85
14012397	246	OFFICE DEPOT	\$347.14
14012398	1002	SIGNAL COMMUNICATION SYSTEMS	\$889.45

**Total Amount of All Credit Card Payments:****\$4,185.63**

# Commercial Payment Register

## For Payments Dated: 08/14/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12497506	419	BARTRAM, CECILIA	PV - 150061	0100-1100-0-1110-1000-430000-056	State Lottery	Materials and Supplies	\$138.68
						Total For Fund Number: 0100	\$138.68
						<b>Total Amount of Payment:</b>	<b>\$138.68</b>
12497507	290	BRENNER, LORI	PV - 150060	0100-1100-0-1110-1000-430000-004	State Lottery	Materials and Supplies	\$124.47
						Total For Fund Number: 0100	\$124.47
						<b>Total Amount of Payment:</b>	<b>\$124.47</b>
12497508	850	CHRISMAN, JILL	PV - 150053	0100-1100-0-1110-1000-430000-007	State Lottery	Materials and Supplies	\$253.14
						Total For Fund Number: 0100	\$253.14
						<b>Total Amount of Payment:</b>	<b>\$253.14</b>
12497509	1097	DE LAGE LANDEN	PV - 150064	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$213.60
						Total For Fund Number: 0100	\$213.60
						<b>Total Amount of Payment:</b>	<b>\$213.60</b>
12497510	331	GAS COMPANY, THE	PV - 150059	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	Gas	\$135.11
						Total For Fund Number: 0100	\$135.11
						<b>Total Amount of Payment:</b>	<b>\$135.11</b>
12497511	1195	HEDGES PEST CONTROL	PV - 150056	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	Pest Control	\$195.00
						Total For Fund Number: 0100	\$195.00
						<b>Total Amount of Payment:</b>	<b>\$195.00</b>
12497512	474	KINGS CO OFFICE OF EDUCA	PV - 150062	0100-0000-0-0000-2700-580040-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. - Advertising	\$74.85
						Total For Fund Number: 0100	\$74.85
						<b>Total Amount of Payment:</b>	<b>\$74.85</b>
12497513	1261	LAMATTINO, TRACEY	PV - 150051	0100-1100-0-1110-1000-430000-010	State Lottery	Materials and Supplies	\$93.33
						Total For Fund Number: 0100	\$93.33
						<b>Total Amount of Payment:</b>	<b>\$93.33</b>
12497514	535	LLOYD, STEVEN	PV - 150045	0100-1100-0-1110-1000-430000-012	State Lottery	Materials and Supplies	\$112.69
			PV - 150052	0100-1100-0-1110-1000-430000-012	State Lottery	Materials and Supplies	\$120.67
						Total For Fund Number: 0100	\$233.36
						<b>Total Amount of Payment:</b>	<b>\$233.36</b>
12497515	205	MADERA COUNTY OFFICE O	PV - 150047	0100-0000-0-0000-2700-520000-000	Unrestricted Resources	Travel and Conferences	\$40.00
			PV - 150047	0100-0000-0-0000-7150-520000-000	Unrestricted Resources	Travel and Conferences	\$40.00
						Total For Fund Number: 0100	\$80.00
						<b>Total Amount of Payment:</b>	<b>\$80.00</b>
12497516	222	MICHAEL'S PLUMBING SUPP	PV - 150050	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$33.43
						Total For Fund Number: 0100	\$33.43
						<b>Total Amount of Payment:</b>	<b>\$33.43</b>



# Commercial Payment Register

## For Payments Dated: 08/14/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12497517	1046	MULTI-TECH MOBILE SERV	PV - 150049	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150049	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150049	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150049	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
			PV - 150049	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$711.44
			PV - 150065	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$811.82
Total For Fund Number: 0100							\$1,913.26
Total Amount of Payment:							\$1,913.26
12497518	805	PASLEY, JEAN	PV - 150043	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$56.00
			PV - 150043	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$95.86
Total For Fund Number: 0100							\$151.86
Total Amount of Payment:							\$151.86
12497519	256	PEARSON EDUCATION	PO - 151615	0100-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$1,592.32
			PO - 151615	0100-6300-0-1110-1000-410000-000	Lottery:Instructional Materials	Textbooks	\$1,192.18
			PO - 151615	0100-6300-0-1110-1000-410000-000	Lottery:Instructional Materials	Textbooks	\$1,124.56
Total For Fund Number: 0100							\$3,909.06
Total Amount of Payment:							\$3,909.06
12497520	1260	R&R BACKFLOW	PV - 150048	0100-8150-0-0000-8110-580000-000	Ongoing & Major Maint. Acct.	Other Services and Operating Expenditures	\$50.00
Total For Fund Number: 0100							\$50.00
Total Amount of Payment:							\$50.00
12497521	897	SCHOOL PATHWAYS LLC	PV - 150058	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$150.00
Total For Fund Number: 0900							\$150.00
Total Amount of Payment:							\$150.00
12497522	399	SCHOOL SERVICE INC.	PV - 150044	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$36.90
Total For Fund Number: 0100							\$36.90
Total Amount of Payment:							\$36.90
12497523	330	SO CALIF EDISON CO	PV - 150063	0100-0000-0-0000-8200-550020-000	Unrestricted Resources	Electricity	\$5,915.57
Total For Fund Number: 0100							\$5,915.57
Total Amount of Payment:							\$5,915.57
12497524	836	SOUTHWEST SCHOOL & OFF	PO - 151607	0100-1100-0-1110-1000-430000-005	State Lottery	Materials and Supplies	\$2.60

Commercial Payment Register  
For Payments Dated: 08/14/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12497524	836	SOUTHWEST SCHOOL & OFF	PO - 151610	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$27.36
			PO - 151610	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$180.73
			PO - 151610	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$14.17
			PO - 151610	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$28.70
Total For Fund Number: 0100							\$253.56
Total Amount of Payment:							\$253.56
12497525	206	SYSCO FOOD SERVICES	PV - 150046	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,209.13
Total For Fund Number: 1300							\$1,209.13
Total Amount of Payment:							\$1,209.13
12497526	1253	THE MATH LEARNING CENT	PO - 151640	0100-3010-0-1110-1000-580000-000	IASA-Title I Basic Grants Low Income	Other Services and Operating Expenditures	\$2,000.00
Total For Fund Number: 0100							\$2,000.00
Total Amount of Payment:							\$2,000.00
14012392	34	BOUND TO STAY BOUND INC	PV - 150054	0100-0000-0-0000-2420-420000-060	Unrestricted Resources	Books Other Than Textbooks	\$862.60
Total For Fund Number: 0100							\$862.60
Total Amount of Payment:							\$862.60
14012393	63	CENTRAL DRUG SYSTEM INC	PV - 150042	0100-0000-0-0000-3600-580020-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. - Transportation	\$396.00
Total For Fund Number: 0100							\$396.00
Total Amount of Payment:							\$396.00
14012394	112	FOLLETT EDUCATIONAL SEI	PO - 151622	0900-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$57.52
			PO - 151622	0900-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$503.57
			CM - 16008	0900-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	-\$27.59
Total For Fund Number: 0900							\$533.50
Total Amount of Payment:							\$533.50
14012395	165	JORGENSEN & CO.	PV - 150055	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$1,035.09
Total For Fund Number: 0100							\$1,035.09
Total Amount of Payment:							\$1,035.09
14012396	136	LEE CENTRAL CALIF. NEWSI	PV - 150057	0100-0000-0-0000-2700-580040-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. - Advertising	\$121.85
Total For Fund Number: 0100							\$121.85
Total Amount of Payment:							\$121.85
14012397	246	OFFICE DEPOT	PO - 151631	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$180.60
			PO - 151631	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$42.09
			PO - 151631	0100-0000-0-0000-7300-430000-000	Unrestricted Resources	Materials and Supplies	\$10.62
			PO - 151634	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$4.85

Commercial Payment Register  
For Payments Dated: 08/14/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
14012397	246	OFFICE DEPOT	PO - 151634	0100-1100-0-1110-1000-430000-010	State Lottery	Materials and Supplies	\$108.98
Total For Fund Number: 0100							\$347.14
Total Amount of Payment:							\$347.14
14012398	1002	SIGNAL COMMUNICATION S	PV - 150041	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$889.45
Total For Fund Number: 0100							\$889.45
Total Amount of Payment:							\$889.45

**Commercial Payment Register**  
**For Payments Dated: 08/14/2015**

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8/20/2015 9:56:32AM

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

**Fund**

**Total**

0100

\$19,457.31

0900

\$683.50

1300

\$1,209.13

**Total # of Payments: 28**

**\$21,349.94**

**Total # of Payments: 28**

**Grand Total: \$ 21,349.94**

## Detail By Fund/Resource

Page 1 of 3

8/20/2015 9:56:41AM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100 General Fund		
		0000 Unrestricted Resources	\$74.85
		0000 Unrestricted Resources	\$195.00
		0000 Unrestricted Resources	\$33.43
		0000 Unrestricted Resources	\$40.00
		0000 Unrestricted Resources	\$40.00
		0000 Unrestricted Resources	\$36.90
		0000 Unrestricted Resources	\$5,915.57
		0000 Unrestricted Resources	\$135.11
		0000 Unrestricted Resources	\$811.82
		0000 Unrestricted Resources	\$711.44
		0000 Unrestricted Resources	\$97.50
		0000 Unrestricted Resources	\$97.50
		0000 Unrestricted Resources	\$97.50
		0000 Unrestricted Resources	\$97.50
		0000 Unrestricted Resources	\$889.45
		0000 Unrestricted Resources	\$4.85
		0000 Unrestricted Resources	\$10.62
		0000 Unrestricted Resources	\$42.09
		0000 Unrestricted Resources	\$121.85
		0000 Unrestricted Resources	\$180.60
		0000 Unrestricted Resources	\$396.00
		0000 Unrestricted Resources	\$862.60
		0000 Unrestricted Resources	\$1,035.09
		<b>Total for Resource 0000</b>	<b>\$11,927.27</b>
		1100 State Lottery	\$108.98
		1100 State Lottery	\$213.60
		1100 State Lottery	\$138.68
		1100 State Lottery	\$124.47

## Detail By Fund/Resource

Page 2 of 3  
8/20/2015 9:56:41AM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		1100 State Lottery	\$56.00
		1100 State Lottery	\$95.86
		1100 State Lottery	\$93.33
		1100 State Lottery	\$120.67
		1100 State Lottery	\$112.69
		1100 State Lottery	\$2.60
		1100 State Lottery	\$253.14
		<b>Total for Resource 1100</b>	<b>\$1,320.02</b>
		3010 IASA-Title I Basic Grants Low Income	\$2,000.00
		<b>Total for Resource 3010</b>	<b>\$2,000.00</b>
		6300 Lottery:Instructional Materials	\$1,592.32
		6300 Lottery:Instructional Materials	\$1,124.56
		6300 Lottery:Instructional Materials	\$1,192.18
		<b>Total for Resource 6300</b>	<b>\$3,909.06</b>
		6500 Special Education	\$180.73
		6500 Special Education	\$28.70
		6500 Special Education	\$27.36
		6500 Special Education	\$14.17
		<b>Total for Resource 6500</b>	<b>\$250.96</b>
		8150 Ongoing & Major Maint. Acct.	\$50.00
		<b>Total for Resource 8150</b>	<b>\$50.00</b>
		<b>Total for Fund 0100</b>	<b>\$19,457.31</b>
	0900	Charter Schools Fund	
		0332 LCFF Supplemental/Concentration Gran	\$150.00
		<b>Total for Resource 0332</b>	<b>\$150.00</b>
		6300 Lottery:Instructional Materials	-\$27.59
		6300 Lottery:Instructional Materials	\$57.52
		6300 Lottery:Instructional Materials	\$503.57

**Detail By Fund/Resource**

Page 3 of 3  
8/20/2015 9:56:41AM

District	Fund	Resource	Amount
<hr/>			
18 Kit Carson Union Elementary School District			
	0900	Charter Schools Fund	
		Total for Resource 6300	\$533.50
		Total for Fund 0900	\$683.50
	1300	Cafeteria Fund	
		5310 Child Nutrition - School Programs	\$1,209.13
		Total for Resource 5310	\$1,209.13
		Total for Fund 1300	\$1,209.13
		Total for District 18	\$21,349.94

Detail By Fund/Resource

Page 1 of 1

8/20/2015 9:56:41AM

District

Fund

Resource

Amount

Grand Total

\$21,349.94



# 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.

<b>Warrants</b>	<b>14</b>	<b>\$7,968.17</b>
<b>Credit Card Payments</b>	<b>7</b>	<b>\$3,665.01</b>
<b>Grand Total for Payments Dated:</b>	<b>08/21/2015</b>	<b>\$11,633.18</b>

☒ Authorized Officer/Employee

Or

☐ Board Members \*

*Michelle Bamber*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_

KCOE Examination and Approval	
By _____	Date _____

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

18 Kit Carson Union Elementary School Distri

**Warrant Register For Warrants  
Dated 08/21/2015**

Page 1 of 1

8/31/2015 12:45:14PM

Warrant Number	Vendor Number	Vendor Name	Amount
12498061	14	ARAMARK UNIFORM SERVICES	\$94.29
12498062	867	CHRIS BENEDICT	\$240.49
12498063	1190	ANDY GARCIA	\$132.36
12498064	892	CHERYL JONES	\$137.35
12498065	176	KINGS CO LOCKSMITH SERVICE	\$23.65
12498066	1046	MULTI-TECH MOBILE SERVICE	\$2,441.81
12498067	243	NOGA'S AIR CONDITIONING INC	\$1,257.23
12498068	268	PRODUCERS DAIRY FOODS INC	\$494.15
12498069	1045	RODRIGUEZ BROS INC	\$62.62
12498070	285	ROE OIL CO.	\$444.82
12498071	902	ERIKA ROPER	\$282.54
12498072	975	SSDA	\$600.00
12498073	206	SYSCO FOOD SERVICES	\$1,514.98
12498074	1136	US BANK	\$241.88
<b>Total Amount of All Warrants:</b>			<b>\$7,968.17</b>

18 Kit Carson Union Elementary School Distri

**Credit Card Register For  
Payments Dated 08/21/2015**

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Document Number	Vendor Number	Vendor Name	Amount
14012494	44	BUTLER CHEMICAL	\$122.55
14012495	1093	CALTRONICS BUSINESS SYSTEMS	\$382.70
14012496	112	FOLLETT EDUCATIONAL SERVICES	\$59.69
14012497	225	MILLER'S RENTALAND INC	\$1,394.69
14012498	802	QUINN INC.	\$811.81
14012499	300	SCHOLASTIC	\$156.75
14012500	698	SHERWIN WILLIAMS CO	\$736.82
<b>Total Amount of All Credit Card Payments:</b>			<b>\$3,665.01</b>

# Commercial Payment Register

## For Payments Dated: 08/21/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12498061	14	ARAMARK UNIFORM SERV	PV - 150067	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$94.29
Total For Fund Number: 0100							\$94.29
Total Amount of Payment:							\$94.29
12498062	867	BENEDICT, CHRIS	PV - 150081	0100-1100-0-1110-1000-430000-020	State Lottery	Materials and Supplies	\$240.49
Total For Fund Number: 0100							\$240.49
Total Amount of Payment:							\$240.49
12498063	1190	GARCIA, ANDY	PV - 150073	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$132.36
Total For Fund Number: 0100							\$132.36
Total Amount of Payment:							\$132.36
12498064	892	JONES, CHERYL	PV - 150074	0900-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$38.35
			PV - 150074	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$99.00
Total For Fund Number: 0900							\$137.35
Total Amount of Payment:							\$137.35
12498065	176	KINGS CO LOCKSMITH SERV	PV - 150071	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$23.65
Total For Fund Number: 0100							\$23.65
Total Amount of Payment:							\$23.65
12498066	1046	MULTI-TECH MOBILE SERV	PV - 150080	0100-0000-0-0000-3600-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$2,069.24
			PV - 150080	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$372.57
Total For Fund Number: 0100							\$2,441.81
Total Amount of Payment:							\$2,441.81
12498067	243	NOGA'S AIR CONDITIONING	PO - 151645	0100-8150-0-0000-8110-580000-000	Ongoing & Major Maint. Acct.	Other Services and Operating Expenditures	\$396.98
			PV - 150082	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$691.50
			PO - 151644	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$168.75
Total For Fund Number: 0100							\$1,257.23
Total Amount of Payment:							\$1,257.23
12498068	268	PRODUCERS DAIRY FOODS I	PV - 150069	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$494.15
Total For Fund Number: 1300							\$494.15
Total Amount of Payment:							\$494.15
12498069	1045	RODRIGUEZ BROS INC	PV - 150083	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$62.62
Total For Fund Number: 0100							\$62.62
Total Amount of Payment:							\$62.62

# Commercial Payment Register

## For Payments Dated: 08/21/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12498070	285	ROE OIL CO.	PV - 150075	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$337.53
			PV - 150075	0100-8150-0-0000-8110-430010-000	Ongoing & Major Maint. Acct.	Matl & Suppl. -Gasoline/Diesel Fuel	\$120.71
			CM - 16009	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	-\$13.42
						Total For Fund Number: 0100	\$444.82
						Total Amount of Payment:	\$444.82
12498071	902	ROPER, ERIKA	PV - 150070	0100-6500-0-5770-1120-430000-000	Special Education	Materials and Supplies	\$282.54
						Total For Fund Number: 0100	\$282.54
						Total Amount of Payment:	\$282.54
12498072	975	SSDA	PV - 150072	0100-0000-0-0000-7100-530000-000	Unrestricted Resources	Dues and Memberships	\$600.00
						Total For Fund Number: 0100	\$600.00
						Total Amount of Payment:	\$600.00
12498073	206	SYSCO FOOD SERVICES	PV - 150076	1300-5310-0-0000-3700-430000-000	Child Nutrition - School Programs	Materials and Supplies	\$30.42
			PV - 150068	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,328.85
			PV - 150068	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$155.71
						Total For Fund Number: 1300	\$1,514.98
						Total Amount of Payment:	\$1,514.98
12498074	1136	US BANK	PV - 150066	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$120.94
						Total For Fund Number: 0100	\$120.94
12498074	1136	US BANK	PV - 150066	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
14012494	44	BUTLER CHEMICAL	PV - 150079	1300-5310-0-0000-3700-430000-000	Child Nutrition - School Programs	Materials and Supplies	\$122.55
						Total For Fund Number: 1300	\$122.55
						Total Amount of Payment:	\$122.55
14012495	1093	CALTRONICS BUSINESS SYS	PV - 150077	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$382.70
						Total For Fund Number: 0100	\$382.70
						Total Amount of Payment:	\$382.70
14012496	112	FOLLETT EDUCATIONAL SEF	PO - 151622	0900-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$59.69
						Total For Fund Number: 0900	\$59.69
						Total Amount of Payment:	\$59.69
14012497	225	MILLER'S RENTALAND INC	PV - 150086	0100-8150-0-0000-8110-560000-000	Ongoing & Major Maint. Acct.	Rentals, Leases and Repairs	\$48.00
			PV - 150084	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$22.42
			PV - 150085	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$1,125.52

# Commercial Payment Register

## For Payments Dated: 08/21/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14012497	225	MILLER'S RENTALAND INC	PV - 150084	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$198.75
						Total For Fund Number: 0100	\$1,394.69
						Total Amount of Payment:	\$1,394.69
14012498	802	QUINN INC.	PV - 150087	0100-0000-0-0000-3600-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$811.81
						Total For Fund Number: 0100	\$811.81
						Total Amount of Payment:	\$811.81
14012499	300	SCHOLASTIC	PV - 150078	0100-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$156.75
						Total For Fund Number: 0100	\$156.75
						Total Amount of Payment:	\$156.75
14012500	698	SHERWIN WILLIAMS CO	PV - 150088	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$340.60
			PV - 150088	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$293.43
			PV - 150088	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$102.79
						Total For Fund Number: 0100	\$736.82
						Total Amount of Payment:	\$736.82

**Commercial Payment Register**  
**For Payments Dated: 08/21/2015**

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

**Fund**

**Total**

0100

\$9,183.52

0900

\$317.98

1300

\$2,131.68

**Total # of Payments: 21**

**\$11,633.18**

**Total # of Payments: 21**

**Grand Total: \$ 11,633.18**

**Detail By Fund/Resource**

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000 Unrestricted Resources	\$600.00
		0000 Unrestricted Resources	\$120.94
		0000 Unrestricted Resources	\$62.62
		0000 Unrestricted Resources	-\$13.42
		0000 Unrestricted Resources	\$337.53
		0000 Unrestricted Resources	\$23.65
		0000 Unrestricted Resources	\$2,069.24
		0000 Unrestricted Resources	\$372.57
		0000 Unrestricted Resources	\$168.75
		0000 Unrestricted Resources	\$691.50
		0000 Unrestricted Resources	\$22.42
		0000 Unrestricted Resources	\$198.75
		0000 Unrestricted Resources	\$811.81
		0000 Unrestricted Resources	\$1,125.52
		0000 Unrestricted Resources	\$94.29
		<b>Total for Resource 0000</b>	<b>\$6,686.17</b>
	0332	LCFF Supplemental/Concentration Gran	\$132.36
		<b>Total for Resource 0332</b>	<b>\$132.36</b>
	1100	State Lottery	\$240.49
	1100	State Lottery	\$382.70
		<b>Total for Resource 1100</b>	<b>\$623.19</b>
	6300	Lottery:Instructional Materials	\$156.75
		<b>Total for Resource 6300</b>	<b>\$156.75</b>
	6500	Special Education	\$282.54
		<b>Total for Resource 6500</b>	<b>\$282.54</b>
	8150	Ongoing & Major Maint. Acct.	\$396.98
	8150	Ongoing & Major Maint. Acct.	\$120.71



**Detail By Fund/Resource**

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		8150 Ongoing & Major Maint. Acct.	\$48.00
		8150 Ongoing & Major Maint. Acct.	\$102.79
		8150 Ongoing & Major Maint. Acct.	\$293.43
		8150 Ongoing & Major Maint. Acct.	\$340.60
		Total for Resource 8150	\$1,302.51
		Total for Fund 0100	\$9,183.52
	0900	Charter Schools Fund	
		0000 Unrestricted Resources	\$120.94
		Total for Resource 0000	\$120.94
		0332 LCFF Supplemental/Concentration Gran	\$99.00
		Total for Resource 0332	\$99.00
		1100 State Lottery	\$38.35
		Total for Resource 1100	\$38.35
		6300 Lottery:Instructional Materials	\$59.69
		Total for Resource 6300	\$59.69
		Total for Fund 0900	\$317.98
	1300	Cafeteria Fund	
		5310 Child Nutrition - School Programs	\$122.55
		5310 Child Nutrition - School Programs	\$494.15
		5310 Child Nutrition - School Programs	\$155.71
		5310 Child Nutrition - School Programs	\$1,328.85
		5310 Child Nutrition - School Programs	\$30.42
		Total for Resource 5310	\$2,131.68
		Total for Fund 1300	\$2,131.68
		Total for District 18	\$11,633.18

Detail By Fund/Resource

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District	Fund	Resource	Amount
Grand Total			\$11,633.18

# 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	\$20,848.52
Credit Card Payments	5	\$5,350.54
Grand Total for Payments Dated:	08/28/2015	\$26,199.06

☒ Authorized Officer/Employee

Or

☐ Board Members \*

*Todd Barber*

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

Date \_\_\_\_\_

KCOE Examination and Approval

By \_\_\_\_\_

Date \_\_\_\_\_

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

18 Kit Carson Union Elementary School Distri

**Warrant Register For Warrants  
Dated 08/28/2015**

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Warrant Number	Vendor Number	Vendor Name	Amount
12498733	14	ARAMARK UNIFORM SERVICES	\$88.15
12498734	1224	ASSOCIATION OF CALIF. SCHOOL A	\$1,925.49
12498735	419	CECILIA BARTRAM	\$25.74
12498736	344	CALIFORNIA DEPARTMENT OF EDUCA	\$14,854.00
12498737	988	Central Valley Support Service	\$5.00
12498738	588	GOODMAN FOOD PRODUCTS	\$1,382.74
12498739	1262	HANFORD GLASS INC	\$279.36
12498740	1195	HEDGES PEST CONTROL	\$65.00
12498741	474	KINGS CO OFFICE OF EDUCATION	\$135.64
12498742	179	KINGS WASTE & RECYCLING AUTH	\$75.60
12498743	1151	MEDALLION SUPPLY	\$201.82
12498744	268	PRODUCERS DAIRY FOODS INC	\$373.50
12498745	836	SOUTHWEST SCHOOL & OFF. SUPPLY	\$27.01
12498746	206	SYSCO FOOD SERVICES	\$1,409.47
<b>Total Amount of All Warrants:</b>			<b>\$20,848.52</b>

18 Kit Carson Union Elementary School Distri

**Credit Card Register For  
Payments Dated 08/28/2015**

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Document Number	Vendor Number	Vendor Name	Amount
14012586	1093	CALTRONICS BUSINESS SYSTEMS	\$484.90
14012587	1102	DELRAY TIRE	\$2,091.14
14012588	112	FOLLETT EDUCATIONAL SERVICES	\$700.00
14012589	246	OFFICE DEPOT	\$1,874.50
14012590	915	TEACHER'S CURRICULUM INSTITUTE	\$200.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$5,350.54</b>

# Commercial Payment Register

## For Payments Dated: 08/28/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12498733	14	ARAMARK UNIFORM SERV	PV - 150089	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
						Total For Fund Number: 0100	\$88.15
						Total Amount of Payment:	\$88.15
12498734	1224	ASSOCIATION OF CALIF. SCH	PV - 150096	0100-0000-0-0000-2100-530000-000	Unrestricted Resources	Dues and Memberships	\$709.88
			PV - 150096	0100-0000-0-0000-7150-530000-000	Unrestricted Resources	Dues and Memberships	\$1,215.61
						Total For Fund Number: 0100	\$1,925.49
						Total Amount of Payment:	\$1,925.49
12498735	419	BARTRAM, CECILIA	PV - 150092	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$25.74
						Total For Fund Number: 0100	\$25.74
						Total Amount of Payment:	\$25.74
12498736	344	CALIFORNIA DEPARTMENT OF	PV - 150090	0900-1400-0-0000-0000-801200-000	Education Protection Account	Education Protection Account State Aid - Current Year	\$14,854.00
						Total For Fund Number: 0900	\$14,854.00
						Total Amount of Payment:	\$14,854.00
12498737	988	Central Valley Support Service	PV - 150107	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$5.00
						Total For Fund Number: 0100	\$5.00
						Total Amount of Payment:	\$5.00
12498738	588	GOODMAN FOOD PRODUCTS	PV - 150102	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,382.74
						Total For Fund Number: 1300	\$1,382.74
						Total Amount of Payment:	\$1,382.74
12498739	1262	HANFORD GLASS INC	PV - 150097	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$279.36
						Total For Fund Number: 0100	\$279.36
						Total Amount of Payment:	\$279.36
12498740	1195	HEDGES PEST CONTROL	PV - 150091	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	Pest Control	\$65.00
						Total For Fund Number: 0100	\$65.00
						Total Amount of Payment:	\$65.00
12498741	474	KINGS CO OFFICE OF EDUCATION	PV - 150103	0100-0000-0-0000-7400-580060-000	Unrestricted Resources	Prof. Serv. & Oper. Exp. -Fingerprinting	\$32.00
						Total For Fund Number: 0100	\$32.00
12498741	474	KINGS CO OFFICE OF EDUCATION	PV - 150103	1300-5310-0-0000-3700-580040-000	Child Nutrition - School Programs	Prof. Serv. & Oper. Exp. - Advertising	\$103.64
						Total For Fund Number: 1300	\$103.64
						Total Amount of Payment:	\$135.64
12498742	179	KINGS WASTE & RECYCLING	PV - 150095	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Garbage	\$75.60
						Total For Fund Number: 0100	\$75.60

# Commercial Payment Register

## For Payments Dated: 08/28/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OS - SI	Resource	Object	Amount
Total Amount of Payment:							<u>\$75.60</u>
12498743	1151	MEDALLION SUPPLY	PV - 150094	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$201.82
Total For Fund Number: 0100							\$201.82
Total Amount of Payment:							<u>\$201.82</u>
12498744	268	PRODUCERS DAIRY FOODS I	PV - 150099	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$373.50
Total For Fund Number: 1300							\$373.50
Total Amount of Payment:							<u>\$373.50</u>
12498745	836	SOUTHWEST SCHOOL & OFF	PV - 150106	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$7.98
			PO - 151633	0100-1100-0-1110-1000-430000-025	State Lottery	Materials and Supplies	\$19.03
Total For Fund Number: 0100							\$27.01
Total Amount of Payment:							<u>\$27.01</u>
12498746	206	SYSKO FOOD SERVICES	PV - 150100	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$12.87
			PV - 150101	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$90.95
			PV - 150100	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,305.65
Total For Fund Number: 1300							\$1,409.47
Total Amount of Payment:							<u>\$1,409.47</u>
14012586	1093	CALTRONICS BUSINESS SYS	PV - 150098	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$443.58
			PV - 150098	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$41.32
Total For Fund Number: 0100							\$484.90
Total Amount of Payment:							<u>\$484.90</u>
14012587	1102	DELRAY TIRE	PV - 150093	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$2,091.14
Total For Fund Number: 0100							\$2,091.14
Total Amount of Payment:							<u>\$2,091.14</u>
14012588	112	FOLLETT EDUCATIONAL SEF	PO - 151635	0100-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$700.00
Total For Fund Number: 0100							\$700.00
Total Amount of Payment:							<u>\$700.00</u>
14012589	246	OFFICE DEPOT	PV - 150104	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$8.42
			PO - 151649	0100-1100-0-1110-1000-430000-001	State Lottery	Materials and Supplies	\$11.50
			PO - 151649	0100-1100-0-1110-1000-430000-001	State Lottery	Materials and Supplies	\$42.73
			PO - 151651	0100-1100-0-1110-1000-430000-007	State Lottery	Materials and Supplies	\$122.85
			PO - 151653	0100-1100-0-1110-1000-430000-016	State Lottery	Materials and Supplies	\$114.08
			PV - 150104	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$18.96
			PV - 150105	0100-1100-0-1110-1000-430000-016	State Lottery	Materials and Supplies	\$20.65

# Commercial Payment Register

## For Payments Dated: 08/28/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount	
14012589	246	OFFICE DEPOT	PO - 151647	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$576.20	
			PO - 151649	0100-1100-0-1110-1000-430000-001	State Lottery	Materials and Supplies	\$70.40	
			CM - 16010	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	-\$14.34	
			PO - 151649	0100-1100-0-1110-1000-430000-001	State Lottery	Materials and Supplies	\$25.34	
			PO - 151655	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$16.61	
			PV - 150104	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$275.31	
			PV - 150104	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$275.71	
			PO - 151649	0100-1100-0-1110-1000-430000-001	State Lottery	Materials and Supplies	\$139.09	
			PO - 151650	0100-1100-0-1110-1000-430000-014	State Lottery	Materials and Supplies	\$8.20	
			PO - 151650	0100-1100-0-1110-1000-430000-014	State Lottery	Materials and Supplies	\$77.10	
			PO - 151652	0100-1100-0-1110-1000-430000-010	State Lottery	Materials and Supplies	\$85.69	
Total For Fund Number: 0100						\$1,874.50		
Total Amount of Payment:						\$1,874.50		
14012590	915	TEACHER'S CURRICULUM IN	PO - 151656	0100-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$200.00	
			Total For Fund Number: 0100					\$200.00
			Total Amount of Payment:					\$200.00



**Commercial Payment Register**  
**For Payments Dated: 08/28/2015**

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

**Fund**

**Total**

0100

\$8,075.71

0900

\$14,854.00

1300

\$3,269.35

**Total # of Payments: 19**

\$26,199.06

**Total # of Payments: 19**

**Grand Total: \$ 26,199.06**

## Detail By Fund/Resource

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000 Unrestricted Resources	\$88.15
		0000 Unrestricted Resources	\$1,215.61
		0000 Unrestricted Resources	\$709.88
		0000 Unrestricted Resources	\$32.00
		0000 Unrestricted Resources	\$75.60
		0000 Unrestricted Resources	\$201.82
		0000 Unrestricted Resources	\$5.00
		0000 Unrestricted Resources	\$279.36
		0000 Unrestricted Resources	\$65.00
		0000 Unrestricted Resources	\$8.42
		0000 Unrestricted Resources	-\$14.34
		0000 Unrestricted Resources	\$18.96
		0000 Unrestricted Resources	\$275.31
		0000 Unrestricted Resources	\$275.71
		0000 Unrestricted Resources	\$2,091.14
		Total for Resource 0000	\$5,327.62
	0332	LCFF Supplemental/Concentration Gran	\$700.00
		Total for Resource 0332	\$700.00
		1100 State Lottery	\$11.50
		1100 State Lottery	\$16.61
		1100 State Lottery	\$25.34
		1100 State Lottery	\$41.32
		1100 State Lottery	\$42.73
		1100 State Lottery	\$70.40
		1100 State Lottery	\$77.10
		1100 State Lottery	\$85.69
		1100 State Lottery	\$122.85
		1100 State Lottery	\$139.09

**Detail By Fund/Resource**

Page 2 of 2  
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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		1100 State Lottery	\$443.58
		1100 State Lottery	\$576.20
		1100 State Lottery	\$8.20
		1100 State Lottery	\$20.65
		1100 State Lottery	\$114.08
		1100 State Lottery	\$7.98
		1100 State Lottery	\$19.03
		1100 State Lottery	\$25.74
		Total for Resource 1100	\$1,848.09
		6300 Lottery:Instructional Materials	\$200.00
		Total for Resource 6300	\$200.00
		Total for Fund 0100	\$8,075.71
	0900	Charter Schools Fund	
		1400 Education Protection Account	\$14,854.00
		Total for Resource 1400	\$14,854.00
		Total for Fund 0900	\$14,854.00
	1300	Cafeteria Fund	
		5310 Child Nutrition - School Programs	\$1,382.74
		5310 Child Nutrition - School Programs	\$12.87
		5310 Child Nutrition - School Programs	\$1,305.65
		5310 Child Nutrition - School Programs	\$90.95
		5310 Child Nutrition - School Programs	\$103.64
		5310 Child Nutrition - School Programs	\$373.50
		Total for Resource 5310	\$3,269.35
		Total for Fund 1300	\$3,269.35
		Total for District 18	\$26,199.06

Detail By Fund/Resource

Page 1 of 1  
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District	Fund	Resource	Amount
Grand Total			\$26,199.06

## Page 5 of 5

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

**Grand Total for Payments Dated: 09/04/2015 \$30,888.91**

☐ Board Members \*

Todd Brown

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

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

**Warrant Register For Warrants  
Dated 09/04/2015**

Warrant Number	Vendor Number	Vendor Name	Amount
12499212	8	ALL VALLEY PRINTING	\$416.13
12499213	1021	APPLE TEXTBOOKS	\$1,086.66
12499214	14	ARAMARK UNIFORM SERVICES	\$82.01
12499215	1248	BANK OF AMERICA - 0223	\$718.25
12499216	1233	BANK OF AMERICA - 5483	\$4,508.06
12499217	1133	BANK OF AMERICA-8701	\$1,274.39
12499218	290	LORI BRENNER	\$67.03
12499219	406	CDW-G	\$1,388.90
12499220	1018	DIGITECH INTEGRATION INC	\$287.29
12499221	1034	MID VALLEY DISPOSAL	\$510.00
12499222	243	NOGA'S AIR CONDITIONING INC	\$488.00
12499223	268	PRODUCERS DAIRY FOODS INC	\$463.73
12499224	1197	PURCHASE POWER	\$378.96
12499225	325	SISC III	\$15,377.41
12499226	206	SYSCO FOOD SERVICES	\$1,048.12
<b>Total Amount of All Warrants:</b>			<b>\$28,094.94</b>

**Credit Card Register For  
Payments Dated 09/04/2015**

Document Number	Vendor Number	Vendor Name	Amount
14012678	1093	CALTRONICS BUSINESS SYSTEMS	\$205.63
14012679	804	GBC NATIONAL SERVICE	\$530.40
14012680	165	JORGENSEN & CO.	\$10.00
14012681	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
14012682	524	SUPPLYWORKS INC	\$1,123.31
14012683	915	TEACHER'S CURRICULUM INSTITUTE	\$80.63
<b>Total Amount of All Credit Card Payments:</b>			<b>\$2,793.97</b>

Commercial Payment Register  
For Payments Dated: 09/04/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12499212	8	ALL VALLEY PRINTING	PV - 150119	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$416.13
Total For Fund Number: 0100							\$416.13
Total Amount of Payment:							\$416.13
12499213	1021	APPLE TEXTBOOKS	PO - 151648	0100-6300-0-1110-1000-410000-000	Lottery:Instructional Materials	Textbooks	\$1,086.66
Total For Fund Number: 0100							\$1,086.66
Total Amount of Payment:							\$1,086.66
12499214	14	ARAMARK UNIFORM SERVIC	PV - 150116	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$82.01
Total For Fund Number: 0100							\$82.01
Total Amount of Payment:							\$82.01
12499215	1248	BANK OF AMERICA - 0223	PV - 150126	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$169.94
			PV - 150126	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$199.00
			PO - 151646	0100-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$168.75
			PV - 150126	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$80.58
			PO - 151654	0100-1100-0-1110-1000-430000-015	State Lottery	Materials and Supplies	\$99.98
Total For Fund Number: 0100							\$718.25
Total Amount of Payment:							\$718.25
12499216	1233	BANK OF AMERICA - 5483	PV - 150124	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$8.01
			PV - 150124	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$470.98
			PV - 150124	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$277.35
			PV - 150124	0100-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$470.85
			PV - 150124	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$30.97
			PV - 150124	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$71.26
			PV - 150124	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$19.24
			PV - 150124	0100-0000-0-0000-7150-430000-000	Unrestricted Resources	Materials and Supplies	\$6.74
			PV - 150124	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$43.81
			PV - 150124	0100-1100-0-0000-2420-430000-099	State Lottery	Materials and Supplies	\$26.25
			PO - 151626	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$2,540.04
			PV - 150124	0100-0000-0-0000-7100-430000-000	Unrestricted Resources	Materials and Supplies	\$50.53
			PV - 150124	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$12.88
			PV - 150124	0100-1100-0-0000-2420-430000-099	State Lottery	Materials and Supplies	\$28.78
			PV - 150124	0100-1100-0-0000-2420-430000-099	State Lottery	Materials and Supplies	\$91.89
			PV - 150124	0100-1100-0-0000-2420-430000-099	State Lottery	Materials and Supplies	\$157.54



Commercial Payment Register  
For Payments Dated: 09/04/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12499216	1233	BANK OF AMERICA - 5483	PV - 150124	0100-1100-0-1110-1000-430000-015	State Lottery	Materials and Supplies	\$86.25
			PV - 150124	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$13.99
			Total For Fund Number: 0100				\$4,407.36
12499216	1233	BANK OF AMERICA - 5483	PO - 151621	0900-1100-0-1110-1000-430000-000	State Lottery	Materials and Supplies	\$27.90
			PV - 150124	0900-0332-0-1110-1000-580000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$23.96
			Total For Fund Number: 0900				\$51.86
12499216	1233	BANK OF AMERICA - 5483	PV - 150124	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$21.57
			PV - 150124	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$27.27
			Total For Fund Number: 1300				\$48.84
Total Amount of Payment:							\$4,508.06
12499217	1133	BANK OF AMERICA-8701	PV - 150125	0100-0000-0-0000-7150-430000-000	Unrestricted Resources	Materials and Supplies	\$23.88
			PV - 150125	0100-4035-0-1110-1000-520000-000	Title II Teacher Quality	Travel and Conferences	\$30.57
			PV - 150125	0100-4035-0-1110-1000-520000-000	Title II Teacher Quality	Travel and Conferences	\$44.19
			PV - 150125	0100-0000-0-0000-7150-520000-000	Unrestricted Resources	Travel and Conferences	\$1,095.00
			PV - 150125	0100-4035-0-1110-1000-430000-000	Title II Teacher Quality	Materials and Supplies	\$53.86
			PV - 150125	0100-4035-0-1110-1000-520000-000	Title II Teacher Quality	Travel and Conferences	\$26.89
			Total For Fund Number: 0100				\$1,274.39
Total Amount of Payment:							\$1,274.39
12499218	290	BRENNER, LORI	PV - 150122	0100-1100-0-1110-1000-430000-004	State Lottery	Materials and Supplies	\$67.03
Total For Fund Number: 0100							\$67.03
Total Amount of Payment:							\$67.03
12499219	406	CDW-G	PO - 151658	0100-9044-0-1110-1000-580000-000	Education Technology K-12 Voucher Program	Other Services and Operating Expenditures	\$1,388.90
Total For Fund Number: 0100							\$1,388.90
Total Amount of Payment:							\$1,388.90
12499220	1018	DIGITECH INTEGRATION INC	PV - 150118	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$287.29
Total For Fund Number: 0100							\$287.29
Total Amount of Payment:							\$287.29
12499221	1034	MID VALLEY DISPOSAL	PV - 150120	0100-0000-0-0000-8200-550050-000	Unrestricted Resources	Garbage	\$510.00
Total For Fund Number: 0100							\$510.00
Total Amount of Payment:							\$510.00
12499222	243	NOGA'S AIR CONDITIONING	PV - 150123	1400-0000-0-0000-8100-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$488.00
Total For Fund Number: 1400							\$488.00
Total Amount of Payment:							\$488.00

# Commercial Payment Register

For Payments Dated: 09/04/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12499223	268	PRODUCERS DAIRY FOODS I	PV - 150108	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$463.73
						Total For Fund Number: 1300	\$463.73
						<b>Total Amount of Payment:</b>	<b>\$463.73</b>
12499224	1197	PURCHASE POWER	PV - 150121	0100-0000-0-0000-2700-590030-000	Unrestricted Resources	Communications - Postage	\$378.96
						Total For Fund Number: 0100	\$378.96
						<b>Total Amount of Payment:</b>	<b>\$378.96</b>
12499225	325	SISC III	PV - 150117	0100-0000-0-1110-1000-370100-000	Unrestricted Resources	Retiree Benefits, certificated	\$1,291.70
			PV - 150117	0100-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	\$13,783.33
			CM - 16011	0100-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	-\$2,615.63
			PV - 150117	0100-0000-0-0000-0000-953100-806	Unrestricted Resources	Fringe Benefits/Retired	\$370.00
			PV - 150117	0100-0000-0-0000-2700-340200-000	Unrestricted Resources	Health & Welfare Benefits, classified	\$41.95
						Total For Fund Number: 0100	\$12,871.35
12499225	325	SISC III	PV - 150117	1300-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	\$2,506.06
						Total For Fund Number: 1300	\$2,506.06
						<b>Total Amount of Payment:</b>	<b>\$15,377.41</b>
12499226	206	SYSCO FOOD SERVICES	PV - 150109	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$1,001.35
			PV - 150109	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$46.77
						Total For Fund Number: 1300	\$1,048.12
						<b>Total Amount of Payment:</b>	<b>\$1,048.12</b>
14012678	1093	CALTRONICS BUSINESS SYS	PV - 150110	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$181.89
			PV - 150111	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$23.74
						Total For Fund Number: 0100	\$205.63
						<b>Total Amount of Payment:</b>	<b>\$205.63</b>
14012679	804	GBC NATIONAL SERVICE	PV - 150114	0100-0000-0-1110-1000-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$530.40
						Total For Fund Number: 0100	\$530.40
						<b>Total Amount of Payment:</b>	<b>\$530.40</b>
14012680	165	JORGENSEN & CO.	PV - 150113	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$10.00
						Total For Fund Number: 0100	\$10.00
						<b>Total Amount of Payment:</b>	<b>\$10.00</b>
14012681	1047	MOBILE MODULAR MANAGI	PV - 150115	2500-0000-0-0000-8700-560000-124	Unrestricted Resources	Rentals, Leases and Repairs	\$844.00
						Total For Fund Number: 2500	\$844.00
						<b>Total Amount of Payment:</b>	<b>\$844.00</b>
14012682	524	SUPPLYWORKS INC	PV - 150112	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$1,123.31

Commercial Payment Register  
For Payments Dated: 09/04/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
Total For Fund Number: 0100							\$1,123.31
Total Amount of Payment:							<u>\$1,123.31</u>
14012683	915	TEACHER'S CURRICULUM IN	PO - 151656	0100-6300-0-1110-1000-420000-000	Lottery:Instructional Materials	Books Other Than Textbooks	\$80.63
Total For Fund Number: 0100							\$80.63
Total Amount of Payment:							<u>\$80.63</u>

**Commercial Payment Register**  
**For Payments Dated: 09/04/2015**

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

**Fund**

**Total**

0100

\$25,438.30

0900

\$51.86

1300

\$4,066.75

1400

\$488.00

2500

\$844.00

**Total # of Payments: 21**

**\$30,888.91**

**Total # of Payments: 21**

**Grand Total: \$ 30,888.91**

**Detail By Fund/Resource**

Page 1 of 3

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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000 Unrestricted Resources	\$370.00
		0000 Unrestricted Resources	\$1,291.70
		0000 Unrestricted Resources	\$41.95
		0000 Unrestricted Resources	-\$2,615.63
		0000 Unrestricted Resources	\$416.13
		0000 Unrestricted Resources	\$13,783.33
		0000 Unrestricted Resources	\$80.58
		0000 Unrestricted Resources	\$378.96
		0000 Unrestricted Resources	\$1,095.00
		0000 Unrestricted Resources	\$23.88
		0000 Unrestricted Resources	\$287.29
		0000 Unrestricted Resources	\$82.01
		0000 Unrestricted Resources	\$8.01
		0000 Unrestricted Resources	\$19.24
		0000 Unrestricted Resources	\$50.53
		0000 Unrestricted Resources	\$6.74
		0000 Unrestricted Resources	\$470.98
		0000 Unrestricted Resources	\$510.00
		0000 Unrestricted Resources	\$10.00
		0000 Unrestricted Resources	\$23.74
		0000 Unrestricted Resources	\$530.40
		0000 Unrestricted Resources	\$1,123.31
		<b>Total for Resource 0000</b>	<b>\$17,988.15</b>
		0332 LCFF Supplemental/Concentration Gran	\$43.81
		0332 LCFF Supplemental/Concentration Gran	\$12.88
		0332 LCFF Supplemental/Concentration Gran	\$2,540.04
		<b>Total for Resource 0332</b>	<b>\$2,596.73</b>
	1100	State Lottery	\$169.94

**Detail By Fund/Resource**

Page 2 of 3  
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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		1100 State Lottery	\$91.89
		1100 State Lottery	\$157.54
		1100 State Lottery	\$26.25
		1100 State Lottery	\$67.03
		1100 State Lottery	\$199.00
		1100 State Lottery	\$99.98
		1100 State Lottery	\$181.89
		1100 State Lottery	\$277.35
		1100 State Lottery	\$28.78
		1100 State Lottery	\$470.85
		1100 State Lottery	\$86.25
		<b>Total for Resource 1100</b>	<b>\$1,856.75</b>
		4035 Title II Teacher Quality	\$30.97
		4035 Title II Teacher Quality	\$71.26
		4035 Title II Teacher Quality	\$53.86
		4035 Title II Teacher Quality	\$44.19
		4035 Title II Teacher Quality	\$30.57
		4035 Title II Teacher Quality	\$26.89
		4035 Title II Teacher Quality	\$13.99
		<b>Total for Resource 4035</b>	<b>\$271.73</b>
		6300 Lottery:Instructional Materials	\$1,086.66
		6300 Lottery:Instructional Materials	\$168.75
		6300 Lottery:Instructional Materials	\$80.63
		<b>Total for Resource 6300</b>	<b>\$1,336.04</b>
		9044 Education Technology K-12 Voucher Pr	\$1,388.90
		<b>Total for Resource 9044</b>	<b>\$1,388.90</b>
		<b>Total for Fund 0100</b>	<b>\$25,438.30</b>
	0900	Charter Schools Fund	

**Detail By Fund/Resource**

Page 3 of 3  
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District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0900	Charter Schools Fund	
		0332 LCFF Supplemental/Concentration Gran	\$23.96
		<b>Total for Resource 0332</b>	<b>\$23.96</b>
		1100 State Lottery	\$27.90
		<b>Total for Resource 1100</b>	<b>\$27.90</b>
		<b>Total for Fund 0900</b>	<b>\$51.86</b>
	1300	Cafeteria Fund	
		0000 Unrestricted Resources	\$2,506.06
		<b>Total for Resource 0000</b>	<b>\$2,506.06</b>
		5310 Child Nutrition - School Programs	\$46.77
		5310 Child Nutrition - School Programs	\$1,001.35
		5310 Child Nutrition - School Programs	\$21.57
		5310 Child Nutrition - School Programs	\$27.27
		5310 Child Nutrition - School Programs	\$463.73
		<b>Total for Resource 5310</b>	<b>\$1,560.69</b>
		<b>Total for Fund 1300</b>	<b>\$4,066.75</b>
	1400	Deferred Maintenance Fund	
		0000 Unrestricted Resources	\$488.00
		<b>Total for Resource 0000</b>	<b>\$488.00</b>
		<b>Total for Fund 1400</b>	<b>\$488.00</b>
	2500	CapitalFacilities Fund	
		0000 Unrestricted Resources	\$844.00
		<b>Total for Resource 0000</b>	<b>\$844.00</b>
		<b>Total for Fund 2500</b>	<b>\$844.00</b>
		<b>Total for District 18</b>	<b>\$30,888.91</b>

Detail By Fund/Resource

Page 1 of 1

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District

Fund

Resource

Amount

Grand Total

\$30,888.91



# School District Payment Order

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

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

Warrants	1	\$2,576.41
Credit Card Payments	0	

**Grand Total for Payments Dated: 09/09/2015 \$2,576.41**

☒ Authorized Officer/Employee

Or

☐ Board Members \*

*Todd Babin*

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

Date \_\_\_\_\_

KCOE Examination and Approval

By \_\_\_\_\_

Date \_\_\_\_\_

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

18 Kit Carson Union Elementary School Distri

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

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Warrant Number	Vendor Number	Vendor Name	Amount
12499513	919	BANK OF AMERICA-4189	\$2,576.41
Total Amount of All Warrants:			\$2,576.41

# Commercial Payment Register

## For Payments Dated: 09/09/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12499513	919	BANK OF AMERICA-4189	PV - 150127	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$9.64
			PV - 150127	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$11.16
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$29.79
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$33.98
			PV - 150127	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$368.05
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$19.42
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$67.19
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$103.09
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$137.40
			PV - 150127	0100-0000-0-0000-7150-430000-000	Unrestricted Resources	Materials and Supplies	\$6.74
			PV - 150127	0100-0000-0-0000-7150-430000-000	Unrestricted Resources	Materials and Supplies	\$14.57
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$29.48
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$38.65
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$39.14
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$274.68
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$1,233.04
			CM - 16012	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	-\$38.65
			PV - 150127	0100-0332-0-1160-1000-430000-000	LCFF Supplemental/Concentration Grant	Materials and Supplies	\$51.49
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$54.86
			PV - 150127	0100-8150-0-0000-8110-430000-000	Ongoing & Major Maint. Acct.	Materials and Supplies	\$92.69
Total For Fund Number: 0100							\$2,576.41
Total Amount of Payment:							<u>\$2,576.41</u>

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

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

**Fund**

**Total**

0100

\$2,576.41

**Total # of Payments: 1**

\$2,576.41

**Total # of Payments: 1**

**Grand Total: \$ 2,576.41**

**Detail By Fund/Resource**

Page 1 of 1  
9/9/2015 3:34:45PM

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
		0000 Unrestricted Resources	\$368.05
		0000 Unrestricted Resources	\$6.74
		0000 Unrestricted Resources	\$14.57
		0000 Unrestricted Resources	\$9.64
		0000 Unrestricted Resources	\$11.16
		<b>Total for Resource 0000</b>	<b>\$410.16</b>
	0332	LCFF Supplemental/Concentration Gran	\$51.49
		<b>Total for Resource 0332</b>	<b>\$51.49</b>
	8150	Ongoing & Major Maint. Acct.	-\$38.65
	8150	Ongoing & Major Maint. Acct.	\$29.48
	8150	Ongoing & Major Maint. Acct.	\$39.14
	8150	Ongoing & Major Maint. Acct.	\$103.09
	8150	Ongoing & Major Maint. Acct.	\$92.69
	8150	Ongoing & Major Maint. Acct.	\$19.42
	8150	Ongoing & Major Maint. Acct.	\$67.19
	8150	Ongoing & Major Maint. Acct.	\$274.68
	8150	Ongoing & Major Maint. Acct.	\$29.79
	8150	Ongoing & Major Maint. Acct.	\$54.86
	8150	Ongoing & Major Maint. Acct.	\$137.40
	8150	Ongoing & Major Maint. Acct.	\$38.65
	8150	Ongoing & Major Maint. Acct.	\$33.98
	8150	Ongoing & Major Maint. Acct.	\$1,233.04
		<b>Total for Resource 8150</b>	<b>\$2,114.76</b>
		<b>Total for Fund 0100</b>	<b>\$2,576.41</b>
		<b>Total for District 18</b>	<b>\$2,576.41</b>

Detail By Fund/Resource

Page 1 of 1  
9/9/2015 3:34:45PM

District

Fund

Resource

Amount

Grand Total

\$2,576.41

**Agenda Item:**

5d	Consider designating the old Math Series as surplus
----	---

**From:** Todd Barlow

**Purpose:** Designate the old math adoption as surplus

**Fiscal impact:** No direct impact. Total original value of old math adoption equals \$29,441.96

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



# TEXTBOOK DETAILS REPORT

8/19/2015  
 Kit Carson Union School  
 District  
 123456789  
 Page 1 of 2

<u>G. Code</u>	<u>ISBN</u>	<u>Title</u>	<u>In Use</u>	<u>Stored</u>	<u>D. Owned</u>	<u>S. Owned</u>	<u>Consumable</u>	<u>Expiration</u>	<u>Price</u>
<u>Publisher</u>	<u>Grade</u>	<u>Course ID</u>	<u>Course Name</u>				<u>Total</u>	<u>Inventory Value</u>	
				0	0	0	0	0	\$211.86
978-0-02-105 677			California Mathematics Concepts, Skill, and Problem Solving TE Pkg.			NO			
Macmillan/McGraw-Hill				2	0	2	0	2	\$423.72
K									
				0	0	0	0	0	\$211.86
978-0-02-105 681			California Mathematics Concepts, Skills, and Problem Solving TE Pkg. (1)			NO			
Macmillan/McGraw-Hill				2	0	2	0	2	\$423.72
1									
				0	0	0	0	0	\$211.86
978-0-02-105 684			California Mathematics Concepts, Skills, & Problem Solving TE Pkg. (2)			NO			
Macmillan/McGraw-Hill				2	1	3	0	3	\$635.58
2									
				0	0	0	0	0	\$211.86
978-0-02-105 686			California Mathematics Concepts, Skills, & Problem Solving TE Pkg. (3)			NO			
Macmillan/McGraw-Hill				1	1	2	0	2	\$423.72
3									
				0	0	0	0	0	\$211.86
978-0-02-105 688			California Mathematics Concepts, Skills, & Problem Solving TE Pkg. (4)			NO			
Macmillan/McGraw-Hill				2	0	2	0	2	\$423.72
4									
				0	0	0	0	0	\$211.86
978-0-02-105 691			California Mathematics Concepts, Skills, & Problem Solving TE Pkg. (5)			NO			
Macmillan/McGraw-Hill				2	1	3	0	3	\$635.58
5									
				0	0	0	0	0	\$60.99
978-0-02-105 709			California Mathematics Concepts, Skills, & Problem Solving (3)			NO			
Macmillan/McGraw-Hill				27	30	57	0	57	\$3,476.43
3									



<u>G. Code</u>					<u>Lost</u>	<u>Damaged</u>	<u>Worn Out</u>	<u>Partials</u>	<u>Full Pmt</u>	<u>SBN</u>	<u>Price</u>		
<u>ISBN</u>	<u>Title</u>					<u>Consumable</u>		<u>Expiration</u>					
<u>Publisher</u>		<u>In Use</u>	<u>Stored</u>	<u>D. Owned</u>		<u>S. Owned</u>		<u>Total</u>				<u>Inventory Value</u>	
<u>Grade</u>	<u>Course ID</u>	<u>Course Name</u>											
<hr/>													
				0	0	0	0	0			\$60.99		
978-0-02-105711	California Mathematics Concepts, Skills, & Problem Solving (4)					NO							
Macmillan/McGraw-Hill		0	60	60	0			60			\$3,659.40		
4													
<hr/>													
				0	0	0	0	0			\$60.99		
978-0-02-105853	California Mathematics Concepts, Skills, & Problem Solving (5)					NO							
Macmillan/McGraw-Hill		1	69	70	0			70			\$4,269.30		
5													
<hr/>													
<b>Report Totals:</b>		39	162	0	0	0	0	0					
				201	0			201					
<hr/>													
<b>Report Inventory Total:</b>											<b>\$14,371.17</b>		



# TEXTBOOK DETAILS REPORT

8/19/2015  
 Kit Carson Union School  
 District  
 123456789  
 Page 1 of 3

<u>G. Code</u>	<u>Lost</u>	<u>Damaged</u>	<u>Worn Out</u>	<u>Partial</u>	<u>Full Pmt</u>	<u>SBN</u>	<u>Price</u>
<u>ISBN</u>	<u>Consumable</u>				<u>Expiration</u>		
<u>Publisher</u>	<u>In Use</u>	<u>Stored</u>	<u>D. Owned</u>	<u>S. Owned</u>	<u>Total</u>	<u>Inventory Value</u>	
<u>Grade</u> <u>Course ID</u> <u>Course Name</u>							
	0	0	0	0	0	\$62.32	
0-03-094549- Holt Algebra 1 Spanish Edition (8)				NO			
6							
Holt, Rinehart and Winston, Inc.	0	2	2	0	2	\$124.64	
8							
	0	0	0	0	0	\$62.32	
0-03-094596- Holt Mathematics Course 2 Spanish Edition (7)				NO			
0							
Holt, Rinehart and Winston, Inc.	0	2	2	0	2	\$124.64	
7							
	0	0	0	0	0	\$0.00	
978-0-03-066 Holt Math Classroom Manipulative Kit (6-8)				NO			
273							
Holt, Rinehart and Winston, Inc.	1	1	2	0	2	\$0.00	
6-8							
	0	0	0	0	0	\$62.32	
978-0-03092 Holt Mathematics Course 1 (6)				NO			
315-							
Holt, Rinehart and Winston, Inc.	2	71	73	0	73	\$4,549.36	
6							
	0	0	0	0	1	\$63.47	
978-0-03-092 Holt Mathematics Course 2 (7)				NO			
316							
Holt, Rinehart and Winston, Inc.	5	68	73	0	73	\$4,633.31	
7							
	0	0	0	0	0	\$75.00	
978-0-03-092 Holt Mathematics Course 1 TE (6)				NO			
318							
Holt, Rinehart and Winston, Inc.	1	1	2	0	2	\$150.00	
6							
	0	0	0	0	0	\$75.00	
978-0-03-092 Holt Mathematics Course 2 TE (7)				NO			
319							
Holt, Rinehart and Winston, Inc.	2	0	2	0	2	\$150.00	
7							

<u>G. Code</u>	<u>Lost</u>	<u>Damaged</u>	<u>Worn Out</u>	<u>Partial</u>	<u>Full Pmt</u>	<u>SBN</u>	<u>Price</u>
<u>ISBN</u>	<u>Consumable</u>		<u>Expiration</u>				
<u>Publisher</u>	<u>In Use</u>	<u>Stored</u>	<u>D. Owned</u>	<u>S. Owned</u>	<u>Total</u>	<u>Inventory Value</u>	
<u>Grade</u> <u>Course ID</u> <u>Course Name</u>							
	0	0	0	0	0	\$75.00	
978-0-03-092 Holt Algebra 1 TE (8)				NO			
340							
Holt, Rinehart and Winston, Inc.	1	0	1	0	1	\$75.00	
8							
	0	0	0	0	0	\$0.00	
978-0-03-094 Holt Math Student Manipulatives Kit				NO			
112							
Holt, Rinehart and Winston, Inc.	1	0	1	0	1	\$0.00	
6-8							
	0	0	0	0	0	\$62.32	
978-0-03-094 Holt Mathematics Spanish Edition (7)				NO			
549							
Holt, Rinehart and Winston, Inc.	0	2	2	0	2	\$124.64	
7							
	1	1	0	0	0	\$70.40	
978-0-03-094 Holt Algebra 1 (8)				NO			
708							
Holt, Rinehart and Winston, Inc.	4	69	73	0	73	\$5,139.20	
8							
	0	0	0	0	0	\$0.00	
978-9-99-778 Holt Mathematics Course 1: Pring Resources (6)				NO			
201							
Holt, Rinehart and Winston, Inc.	1	1	2	0	2	\$0.00	
6							
	0	0	0	0	0	\$0.00	
978-9-99-778 Holt Mathematics Course 1: Technology Resources				NO			
203							
Holt, Rinehart and Winston, Inc.	1	0	1	0	1	\$0.00	
6							
	0	0	0	0	0	\$0.00	
978-9-99-778 Holt Mathematics Course 2: Print Resources (7)				NO			
205							
Holt, Rinehart and Winston, Inc.	1	0	1	0	1	\$0.00	
7							
	0	0	0	0	0	\$0.00	
978-9-99-778 Holt Mathematics Course 2: Technology Resources				NO			
207							
Holt, Rinehart and Winston, Inc.	1	0	1	0	1	\$0.00	
7							

<u>G. Code</u>			<u>Lost</u>	<u>Damaged</u>	<u>Worn Out</u>	<u>Partials</u>	<u>Full Pmt</u>	<u>SBN</u>	<u>Price</u>
<u>ISBN</u>	<u>Title</u>				<u>Consumable</u>	<u>Expiration</u>			
<u>Publisher</u>		<u>In Use</u>	<u>Stored</u>	<u>D. Owned</u>	<u>S. Owned</u>	<u>Total</u>	<u>Inventory Value</u>		
<u>Grade</u>	<u>Course ID</u>	<u>Course Name</u>							
			0	0	0	0	0		\$0.00
978-9-99-778	Holt Algebra 1: Print Resources (8)				NO				
209									
Holt, Rinehart and Winston, Inc.		1	0	1	0	1			\$0.00
8									
			0	0	0	0	0		\$0.00
978-9-99-778	Holt Algebra 1: Technology Resources (8)				NO				
211									
Holt, Rinehart and Winston, Inc.		1	0	1	0	1			\$0.00
8									
<b>Report Totals:</b>			23	217	1	1	0	0	1
					240	0			240

Report Inventory Total: \$15,070.79

**Agenda Item:**

5e	Consider ratifying the contract between Kit Carson Union Elementary School District and School Site Solutions
----	---

**From:** Todd Barlow

**Purpose:** To contract with School Site Solutions for services, assistance, and advice in navigating the legal aspects of public works projects.

**Fiscal impact:** Total contract not to exceed \$5500.00

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



## School Site Solutions, Inc.

K-12 School Site and Facilities Specialists

### Consulting Agreement Kit Carson Union School District

This contract is made by and between SCHOOL SITE SOLUTIONS, Inc. and the Kit Carson Union School District ("District"). SCHOOL SITE SOLUTIONS, Inc. will provide school site selection and approval services as described below. In consideration of the services provided, the District will pay to SCHOOL SITE SOLUTIONS, Inc. fees of \$145.00 per hour, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) not to exceed \$5,500. For travel time, the District will pay to SCHOOL SITE SOLUTIONS, Inc. a minimum per diem of eight (8) hours per trip if necessary. The District will be billed monthly for fees and expenses. This contract is effective as of August 1<sup>st</sup> 2015.

SCHOOL SITE SOLUTIONS, Inc. will provide the District with the following services:

- Provide California Uniform Cost Accounting Program set up services
- Assist the district with ongoing facility related advice and deliverables as needed.
- Meet with local planning agencies, district staff, and attend District Board meetings when necessary.
- Provide the District with advice on the State program when requested.

The District will be responsible for providing project information in a timely manner, verifying all data prepared by SCHOOL SITE SOLUTIONS, Inc. and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Changes to the State facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of this contract may impact the provisions of this proposal.

Either party within 30 days notice may terminate this contract. In the case of termination, the District will be entitled to completion of all work in progress at its option, and SCHOOL SITE SOLUTIONS, Inc. will be entitled to payment in full of all expenses and fees incurred. If the terms of this agreement meet with your approval, please indicate same below by your signature and return a copy for my files.

AGREED: SCHOOL SITE SOLUTIONS  
C. John Dominguez

Date \_\_\_\_\_

Kit Carson Union School District  
Authorized Signature, Title

*Todd Barlow, Superintendent*

Date 9/3/2015

**Bill To**

Kit Carson Union School District  
 9895 7th Avenue  
 Hanford CA 93230-  
 (559)582-2843

**Order Date:** 09 / 03 / 2015

**Person Requesting:**

Barlow

Approved By:

Board \_\_\_/\_\_\_/\_\_\_

**Ship Prepaid To:**

Kit Carson Union School District  
 9895 7th Avenue  
 Hanford CA 93230-  
 (559)582-2843

The number below MUST appear on all  
 Invoices, Packing Slips and Case

**Purchase No.  
 Order**

PLEASE BILL IN TRIPPLICATE  
 ATTN: ACCOUNTS PAYABLE

**151659**

SCHOOL SITE SOLUTIONS INC  
 2015 H STREET  
 SACRAMENTO CA 95811

**Remit Address VE# 1075**

2015 H STREET  
 SACRAMENTO CA 95811

Fax: (916) 930-0788

Quantity	Unit	Description of Articles or Service	Unit Price	Discount	Total Cost
1	Other	- Provide CA Uniform Cost Accounting Program Services - Assist the District with ongoing facility related advice as needed.	\$5,500.00	\$0.00	\$5,500.00

Sub Total: \$5,500.00  
 Discount: \$0.00  
 Tax: \$0.00  
 P. O. Total: \$5,500.00

Hereby approve this order

\*


**Requisition No: 0**

FD---RE---Y-GO---FN---OB-----SI  
 1400-0000-0-0000-8100-580000-000

Amount  
 \$5,500.00

1. If the order cannot be filled as indicated in accordance with description, quantity, and price hereon notify immediately
2. Transportation charges must be prepaid unless otherwise specified on bid. Freight or express cannot be paid without original receipted bills. Ship by most economical way and goods subject to inspection on arrival.
3. Each shipment must be covered by a separate Invoice. Articles on this Purchase Order must not be billed with those on other Purchase Orders.
4. Sales tax must be shown separately.



**Agenda Item:**

5f	Consider approving the Agreement between Sierra Outdoor School and Kit Carson Union Elementary School District
----	--

**From:** Todd Barlow

**Purpose:** Sierra Outdoor School has been the location of 6th grade outdoor education for several years. The contract outlines a 3 day, 2 night experience for our students.

**Fiscal impact:** No direct planned impact. \$175.00 tuition per student for a total of \$9,100 (52 students) paid from student council funds (6th grade class account and student council general fund).

**Costs that affect the District's funds include transportation, including overtime pay, and teacher stipends. In the past, the Board of trustees has voted to use general funds to pay excess tuition not covered by student council.**

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



**CLOVIS UNIFIED SCHOOL DISTRICT**  
**SIERRA OUTDOOR SCHOOL**  
Janet Young, Ed.D., Superintendent  
15700 Old Oak Ranch Road, Sonora, California 95370  
**AGREEMENT**

THIS AGREEMENT, is made and entered into between CLOVIS UNIFIED SCHOOL DISTRICT (hereinafter "CUSD") and (hereinafter "Group/School/District").

Kit Carson

---

**WITNESSETH**

WHEREAS, CUSD operates an outdoor education facility known as the Sierra Outdoor School ("SOS"), which is located at 15700 Old Oak Ranch Road, Sonora, California 95370. The SOS has available lodging and teaching facilities for students to learn about nature and the environment.

WHEREAS, CUSD desires to make available and Group/School/District desires to have its students or members ("participants") use the SOS' lodging and teaching facilities for the purpose of teaching them about nature and the environment and other educational purposes.

WHEREAS, it is mutually beneficial for CUSD and Group/School/District to have the arrangement as set forth in this Agreement.

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

**I. GROUP/SCHOOL/DISTRICT SHALL:**

- A. Provide transportation for its participants and personnel to and from the SOS, and to and from classes and activities while at the SOS in accordance with a schedule to be formulated by the Director of the SOS or his or her designee, and the Group/School/District. Provide one vehicle (i.e., automobile or van) that could be used if someone has to leave unexpectedly or be transported for medical care.
- B. Provide one teacher/supervisor per class during the period that its participants attend the SOS.
- C. Provide adult chaperones during the period that its students are in attendance at the SOS at a minimum ratio of one adult to ten students (1:10) in addition to the classroom teacher, group leader or supervisor.
- D. Pay a \$1.00 lab fee per participant for owl pellets and a \$1.00 lab fee per participant for arrow heads class if these classes are selected during the schools visit.
- E. Cooperate with the SOS's staff in availing the teachers, supervisors and adult chaperones of the necessary pre-attendance planning or post-attendance follow-up to ensure that the objectives of the program are carried out.
- F. Ensure that participants are equipped with suitable clothing and bedding while attending said program.
- G. Ensure that each person attending the SOS has received all immunizations required by the California Health and Safety Code, including but not limited to those set forth in Sections 3380 et seq. and 120325 et seq., and that each person has no disease or health condition which is contagious or communicable to other persons.
- H. Provide, at its own expense throughout the term of this Agreement, general liability insurance that provides coverage for bodily injury, property damage, and personal injury arising out of the actual or alleged acts, omissions or negligence of Group/School/District and/or its officers, employees, agents, students, or volunteers relating to this Agreement. Such insurance coverage shall be in an amount equal to the greater of (1) the insurance currently maintained by Group/School/District or (2) \$1,000,000 per occurrence for bodily injury, property damage and personal injury. CUSD and its Board of Trustees and members thereof, officers, employees, agents and volunteers shall be named as additional insureds on the general liability insurance. Group/School/District shall also ensure that insurance coverage is provided for all vehicles and automobiles that will be used for transportation at the SOS in an amount of not less than One Million Dollars (\$1,000,000) per occurrence.
- I. Provide SOS with the projected number of participants as indicated on the signature page of this Agreement and agree that the Group/School/District will be responsible for payment for no less than 95 percent of the projected number of participants, in the event that the actual numbers of participants are less than 100% of the projected numbers.
- J. Request, in writing, at least 30 days prior to arrival, space for additional participants. These requests will be granted as space is available.
- K. Make payment for the actual number of participants or 95% of projections for the Group/School/District who will attend the SOS within (30) days of receipt of billing by CUSD.
- L. NOTIFY THE SOS (30) DAYS BEFORE THE SCHEDULED ATTENDANCE DATE OF THE ACTUAL NUMBER OF PARTICIPANTS, INCLUDING A COMPUTER GENERATED LIST FROM THE GROUP/SCHOOL/DISTRICT'S CLERK IDENTIFYING ANY FREE OR REDUCED STUDENTS. IF PARTICIPANT NUMBERS FALL TO OR BELOW 95% OF PROJECTIONS LISTED ON THIS AGREEMENT, THE BILLING WILL REFLECT A RATE ASSESSED BASED ON NO MORE THAN 95% OF ORIGINAL PROJECTED NUMBERS.
- M. Indemnify, defend and hold harmless CUSD and its Board of Trustees and members thereof, officers, employees, agents and volunteers from and against actions, causes of action, damage, liability, loss, claims, costs and expenses, including attorney's fees and costs, for damages to property or injuries to person arising out of the acts or omissions of the Group/School/District and/or its officers, employees, agents, volunteers or students related to this Agreement.
- N. Ensure that all Group/School/District employees, agents and volunteers who will be at SOS have complied with finger printing and background checks as required by applicable laws, including but not limited to Education Code sections 45125 et seq.
- O. Provide the special education, related services, supplementary aids and services, accommodations, and/or modifications required by the Individuals with Disabilities Education Act ("IDEA"), its implementing regulations, and related California law and regulations, and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as specified in the individualized education program ("IEP") or Section 504

- Plan or Medical Care Plans of its participants. Also any transportation as required by a participant's IEP or Section 504 Plan or Medical Care Plan shall be provided to and from the SOS, and to and from scheduled SOS classes and activities by the Group/School/District.
- P. Due to CUSD's waiting list, return a signed copy of this Agreement before **4-24-15** to maintain an existing time slot. Failure to do so before this date may result in a forfeiture of the time slot. In the event that the Group/School/District is waiting for school board approval and is unable to return the Agreement by the specified date, a **\$1000.00 non-refundable deposit must be received by SOS by 4-24-15 to reserve the time slot for 30 days**. This deposit will be applied to the invoice at the completion of your stay.

## II. CUSD SHALL:

- A. Where requested, provide a program in outdoor science, conservation, and environmental education in accordance with standards as set forth by the California State Department of Education.
- B. Provide, at its own expense throughout the term of this Agreement, general liability insurance that provides coverage for bodily injury, property damage, and personal injury arising out of the actual or alleged acts, omissions or negligence of CUSD and/or its officers, employees, agents, students, or volunteers relating to this Agreement. Such insurance coverage shall be in an amount equal to the greater of (1) the insurance currently maintained by CUSD or (2) \$1,000,000 per occurrence for bodily injury, property damage and personal injury.
- C. Provide basic first aid supplies for participants and other personnel of the Group/School/District during the period they are attending the SOS.
- D. Have the sole discretion to prohibit or exclude any person from the SOS for health or safety reasons, including but not limited to communicable or contagious diseases, disciplinary problems, or other acts or conditions which in CUSD's determination threatens the health or safety of other persons attending the SOS.
- E. Where requested, provide food and food services for participants during their stay at the SOS (Monday through Sunday).
- F. Provide an instructional packet for the Group/School/District prior to arrival at the SOS. This packet will include instructions, a map, clothing and equipment lists. This information is available online at [www.clovisusd.k12.ca.us/SOS](http://www.clovisusd.k12.ca.us/SOS).
- G. Indemnify, defend and hold harmless Group/School/District and its officers, employees, agents and volunteers from and against actions, causes of action, damage, liability, loss, claims, costs and expenses, including attorney's fees and costs, for damages to property or injuries to person arising out of the acts or omissions of CUSD and/or its officers, employees, agents, volunteers or students related to this Agreement.

## III. PAYMENT AND ADMINISTRATIVE FEE.

- A. In consideration for the services performed, the Group/School/District agrees to pay CUSD a per participant fee of  

\$ <b>175.00</b>
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for the actual cost of providing an instructional program, use of facilities, and for continuing capital outlay expenditures, maintenance, and other costs of the program pursuant to sections 8763 and 8764 of the California Education Code.
- B. RESERVATIONS ARE MADE A YEAR IN ADVANCE TO LOCK IN SPECIFIC DATES. IF THE GROUP/SCHOOL/DISTRICT'S PROJECTED PARTICIPANT NUMBERS FALL TO OR BELOW 95%, IT WILL BE BILLED BASED ON 95% OF THE NUMBERS LISTED ON THIS AGREEMENT AT SIGNING.
- C. AN ADMINISTRATIVE FEE, AS SET FORTH BELOW, SHALL BE CHARGED TO AND PAID BY THE GROUP/SCHOOL/DISTRICT FOR TERMINATING THIS AGREEMENT AND/OR CANCELING ITS PARTICIPATION AT THE SOS UNDER THIS AGREEMENT. TERMINATION RATES ARE BASED ON THE NUMBER OF CALENDAR DAYS BETWEEN THE DATE SOS RECEIVES NOTICE OF THE TERMINATION OR CANCELLATION AND THE DATE OF THE GROUP/SCHOOL/DISTRICT'S SCHEDULED ARRIVAL AT THE SOS.

### TERMINATION

### RATE (COST BASED ON PROJECTED NUMBER OF PARTICIPANTS)

360-121 DAYS	\$1000.00
120-91 DAYS	50% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
90-61 DAYS	65% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
60-31 DAYS	80% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
30 DAYS OR LESS	100% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS

- D. IF THE GROUP/SCHOOL/DISTRICT'S TRANSPORTATION CARRIER ELECTS NOT TO TRANSPORT ITS PARTICIPANTS TO THE SOS, AN ADDITIONAL BUS FEE WILL BE ASSESSED. BUS FEES ARE SUBJECT TO CHANGE BASED ON DURATION AND MILEAGE.

## IV. TERMS AND TERMINATION OF AGREEMENT.

This Agreement is effective **4-24-15** and shall continue until the Group/School/District's departure from the SOS, or until termination of this Agreement by either party, whichever is earlier. Either party may terminate this Agreement upon written notice to the other party. An administrative fee shall be assessed against the Group/School/District as set forth in Article III.

## V. ADDITIONAL PROVISIONS.

- A. Assignment. This Agreement shall not be assignable by the Group/School/District without the written consent of CUSD, except to a successor in interest.
- B. Entire Agreement. This Agreement represents the total and complete understanding of the parties regarding the subjects set forth herein. Any other oral understandings or prior understandings shall have no force or effect.
- C. Amendment of Agreement. This Agreement cannot be changed or supplemented orally and may be modified or suspended only by written instrument executed by the parties.
- D. Authorized Signatories. The signatories of this Agreement warrant that they represent the respective parties herein and are authorized to commit to all provisions in this Agreement on behalf of the respective parties.

E. Modification of Program. CUSD RESERVES THE RIGHT TO MODIFY A GROUP/SCHOOL/DISTRICT'S PROGRAM IN THE EVENT THAT THE GROUP/SCHOOL/DISTRICT ARRIVES LATE AT THE SOS.

F. Limit on Participants. Due to space availability, CUSD reserves the right to limit the number of adult participants, in excess of the 1:10 ratio set forth in Section I.C., wishing to attend from a Group/School/District if the number of students or minor participants attending during the reservation period is significantly higher than the projected participant numbers listed in this Agreement at the time of signing. Paragraph J of Section I outlines the procedure for bringing additional students over the number indicated on the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement of the day and year set forth herein below.

CLOVIS UNIFIED SCHOOL DISTRICT

Dated: 3-26-2015

By:

*Michael Olenchalk*

Michael Olenchalk, Director  
Sierra Outdoor School

SCHOOL YEAR: 2015-2016

DATES OF ATTENDANCE AT THE SIERRA OUTDOOR SCHOOL: March 2 - 4

Please complete the information below

FORMS NOT COMPLETEDLY FILLED OUT WILL BE RETURNED

Governing Board Approval Date \_\_\_\_\_

Projected Number of Student Participants 52

Number of Chaperones (1:10 Ratio) 5

Number of Teachers/Admin 2

Teacher/Contact Mr. Lloyd  
(Print)

Teacher/Contact E-mail slloyd@KitCarsonSchool.com

Contact Phone Number (559) 582-2843

Authorization:

Participant Fee

**\$175.00**

Governing Board/Business Manager/Principal

Of Kit Carson Union  
Group/School/District

Title Superintendent/Principal

By Todd Barlow  
Print Signatory's Name

Authorized Signature

Date Signed \_\_\_\_\_

PLEASE SIGN AND RETURN A COPY OF THIS AGREEMENT BY MAIL OR FAX TO:

SIERRA OUTDOOR SCHOOL  
15700 OLD OAK RANCH ROAD  
SONORA, CALIFORNIA 95370  
FAX (209) 532-4196  
QUESTIONS? (209) 532-3691

Billing Address:

Name/School Kit Carson School

School District Kit Carson Union

Address 9895 7<sup>th</sup> Avenue

City/State/Zip Hanford, CA 93230

Phone (559) 582-2843

Fax (559) 582-7565

Notes

Receipt Stamp

J:\wdocs\00021\154\agt\00146084.DOC

**Agenda Item:**

5g	Consider approving the MOU between Kit Carson Union Elementary School District on Kings Valley Academy Charter School
----	---

**From:** Todd Barlow

**Purpose:** To outline specifically some tenets of the relationship between Kit Carson Union School District and Kings Valley Academy Charter School.

**Fiscal impact:** Potential revenue as Charter authorizer, including \$1000.00 per month for facilities use, 2% of the charter school revenue for services as outlined, and a 1% of charter school revenue for oversight fee.

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

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
KIT CARSON UNION ELEMENTARY DISTRICT AND KINGS VALLEY ACADEMY**

Effective 7/1/2015-6/30/2020

The governing board of the Kit Carson Union Elementary District ("District") granted a charter petition ("Charter") to the Kings Valley Academy ("School" or "Charter School") pursuant to the terms of the Charter Schools Act of 1992, as amended. This Charter, among other matters, calls for the District and School to enter into a mutually agreeable memorandum of understanding ("Agreement") regarding the funding entitlements of the School pursuant to the Charter Schools Act. The School and District intend to use this Agreement as the basis for developing similar understandings in future fiscal years.

This Agreement shall serve to clarify the status of the School and define the responsibilities of the parties. This Agreement provides for oversight, direct and indirect services to be provided by the District to School and the remuneration to be paid by School to the District. Education Code Section 47607(a)(2) provides the procedure for a material revision of an existing charter. To the extent that this Agreement is inconsistent with any of the terms of the Charter, the Charter shall supersede the terms of this Agreement. Both Parties agree to meet in good faith to negotiate necessary changes to align the Charter and the Agreement.

**PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING**

- a) Outline specific funding sources anticipated to be available to the School
- b) Define the oversight responsibility and services the District will provide to the School
- c) Clarify responsibilities of each party

**TERM**

This Agreement is valid for the term of the Charter granted to Kings Valley Academy, from July 1, 2015 through June 30, 2020. It may be modified or terminated with the written mutual consent of the governing bodies of the District and the Charter School.

This Agreement is automatically terminated if the School's charter is revoked or non-renewed in compliance with Education Code Section 47604.5 or 47607, or rescinded by the Charter School.

**LEGAL RELATIONSHIP**

- a) The Parties recognize that the Charter School is a separate legal entity. The Charter School shall be operated by a non-profit public benefit corporation under Education Code Section 47604. As such, in accordance with Education Code Section 47604(c), if the District complies with all oversight responsibilities required by law, the District shall not be liable for the debts or obligations of the Charter School or for claims arising from the performance of acts, errors, or omissions by the Charter School.
- b) Grade Levels: The Parties recognize that the Charter School is authorized to serve students in grades K-12. The Charter School shall commence instruction in the 2015-2016 school year, serving



students in grades 9-12.

- c) With respect to its operations under this Agreement, the District and the Charter School shall, to the fullest extent permitted by law, hold harmless, indemnify, and defend each other, their officers, their trustees, directors, and employees from and against any and all claims, demands, actions, suits, losses, liability expenses and costs arising under this Agreement including, without limitation, attorneys' fees and costs arising out of injury to any persons, including death or damage to any property caused by, connected with, or attributable to their willful misconduct, negligent acts, errors or omissions of their directors, trustees, officers, employees, agents and consultants under this Agreement. The District shall be named as an additional insured under all insurance carried on behalf of the Charter School.

#### **DISTRICT OVERSIGHT**

- a) In accordance with Education Code Section 47613(b), the District may charge for the actual costs of supervisorial oversight not to exceed one percent (1%) of the revenue of the Charter School. "Revenue" is defined in accordance with Education Code Section 47613(f) as the amount received in the current fiscal year from the local control funding formula calculated pursuant to Education Code Section 42238.02, as implemented by Education Code Section 42238.03.
- b) Charter School and the District agree that "supervisorial oversight," as used in Education Code Section 47613 and Education Code Section 47604.32, shall include the following:
  - i. All activities related to the Charter revocation and renewal and processes as described in Education Code Section 47607.
  - ii. Activities relating to monitoring the performance and compliance of the Charter School with respect to the terms of its Charter, related agreements, and all applicable laws.
  - iii. Participate in the dispute resolution process described in the Charter.
  - iv. Review and timely response to the Charter School's Annual Independent Fiscal and Performance Audit.
  - v. Select a representative to act as a liaison to the charter school.
  - vi. Visit the Charter School at least annually.
  - vii. Monitor the fiscal condition of the Charter School.
  - viii. Provide timely notification to the California Department of Education if any of the following circumstances occur:
    - (1) A renewal of the charter is granted or denied.
    - (2) The charter is revoked.
    - (3) The Charter School will cease operation for any reason.

#### **SERVICES**

In addition to the supervisorial oversight described above, the District shall provide additional services to the Charter School as described in the chart below for fees as described therein. The timing of payment shall be agreed upon annually by the Parties.

Description of Service	Description of How Fee Shall Be Calculated
STRS/PERS, Reporting (if applicable)	Actual Costs (Education Code Section 47611.3)
The District may provide in-service training for the Charter School staff in the same manner as provided to staff of the District (e.g., sexual harassment training, curriculum development, student discipline, etc.). Upon request the District Superintendent or designees may also act as a consultant to the Charter School in matters related to the operation of the Charter School. At the discretion of the Superintendent, the Superintendent may seek advice of legal counsel and other consultants in providing direction to the Charter School. The District may also monitor Charter School staff fingerprinting and background clearances; TB testing requirements, and staff credentialing requirements. At the discretion of the Superintendent, use of classrooms after hours during the year for training on Smart Classroom Technology.	2% of the revenue of the Charter School. For this purpose, "revenue" is defined as the amount received in the current fiscal year from the local control funding formula calculated pursuant to Education Code Section 42238.02, as implemented by Education Code Section 42238.03. The timing of payment for these services will be agreed upon by both parties by written agreement to be incorporated herein. This fee is in addition to the 1% oversight fee discussed above under "District Oversight," subsection (a).
Facilities Use: 9895 7 <sup>th</sup> Avenue, Hanford, CA 93230	\$1,000 per month

## FACILITIES USE

- a. **Designated Space.** The Parties agree that the Charter School shall have use of the designated space set forth by the District located at 9895 7<sup>th</sup> Avenue, Hanford, CA 93230.
- b. **Fees.** As noted in the previous section, the District shall charge the Charter School \$1,000 per month for use of the Designated Space, to be paid in twelve (12) monthly installments, which shall cover all costs associated with utilities, District custodial, landscaping and maintenance services, and all other costs associated with Charter School's use of the space. All charges and payments due and owing from the Charter School to the District shall be invoiced by the District to the Charter School.
- c. **On-site Management.** The Charter School will be responsible for having the appropriate staff to manage all of its activities happening at the site.
- d. **Mutuality of Cleanliness.** Both parties agree to keep the agreed upon space clean and free from clutter, and at the end of use to put all furniture back in the agreed upon location. The District shall be responsible for any repairs, work, or maintenance, including major maintenance, for the Designated Space that are necessary to keep the Designated Space in good working order and repair, and in compliance with all applicable laws.

- e. **Primary Use.** It is understood that the general use of the designated space will be for School to provide educational services to public school students. The designated space will also be used for testing and meetings pertaining to School programs.
- f. **Keys and Codes.** The Charter School may be given a certain number of keys and security codes to the building. School agrees to not make any unauthorized copies of such keys or codes and to return all District keys upon termination of this Agreement. The Charter School must obtain District's prior written approval before providing anyone outside of School with any keys to the facility or any of its security codes.
- g. **Secured Cabinets.** The District understands that the Charter School will have locked cabinets, containing student information, at the facilities and agrees that no Kit Carson Union Elementary District staff will have access to these or any other School designated files or storage lockers.
- h. **Communication Utilities.** It is agreed that the Charter School may need to have a separate phone and data line installed on premises for the purpose of running its programs. The Charter School will pay for all costs associated with the procurement and removal of such services and equipment.
- i. **The School Equipment.** The Charter School may be storing and using various audio, video and computer equipment at the site. Should this Agreement be terminated for any reason, the District shall allow reasonable and timely access to School for the retrieval of any such equipment.
- j. If the Charter School wishes to make any improvements to the Designated Space (which shall be defined as any improvements to the structure of the Designated Space that are projected by the Charter School to cost more than \$10,000), the Charter School shall first receive written permission from the District to perform the improvements. The Charter School shall submit its request to the District in writing, and the District agrees to respond to the Charter School's request within thirty (30) days. If the District does not respond to the Charter School's request within thirty (30) days, the Charter School's request shall be deemed approved.

If the Designated Space is damaged or destroyed during the term of the MOU, the District shall immediately provide the Charter School with alternative facilities that are substantially the same as the Designated Space to accommodate the Charter School's program, and that are located in close proximity to the Designated Space.

#### **DATA REPORTING**

- a) Average Daily Attendance. The School will develop an attendance-reporting calendar and maintain a system to record and account for ADA in the manner above specified. The School will report ADA figures to the District on a monthly basis.
- b) California Basic Education Data System (Enrollment). The School shall complete and submit enrollment and other necessary demographic information to the California Basic Education Data System (CBEDS).
- c) Other Data. The District and School shall work cooperatively to supply any other information necessary to enable the School and District to calculate entitlement to all available funding



sources.

- d) State Testing. The School shall submit as required all data related to the mandated State testing programs.

## **BUDGET AND FINANCE**

- a) The School shall prepare and submit the following financial information to the District and County Superintendent of Schools:
  - 1. On or before July 1, a preliminary budget. For a charter school in its first year of operation, the information submitted pursuant Education Code Section 47605(g) satisfies this requirement.
  - 2. On or before July 1, 2015, and annually thereafter, an annual update (Local Control Accountability Plan) required pursuant to Education Code Section 47606.5.
  - 3. On or before December 15, an interim financial report. This report shall reflect changes through October 31.
  - 4. On or before March 15, a second interim financial report. This report shall reflect changes through January 31.
  - 5. On or before September 15, a final unaudited report for the full prior year.
- b) Written contemporaneous records that document all revenues received by the School, from all sources.
- c) The District shall provide all necessary back up data in its possession.
- d) The School shall promptly respond to all reasonable inquiries regarding its financial records (Education Code Section 47604.3).
- e) Basic Funding. The Charter School is direct funded from the State, pursuant to Education Code Section 47651.
- f) Lottery Funding. The Charter School will receive lottery funding directly from the State.
- g) In Lieu Property Taxes. The District shall transfer funding in lieu of property taxes to the Charter School in monthly installments by no later than the fifteenth of each month in accordance with Education Code Section 47635.

## **AUDIT**

- a) The School will contract and pay for an independent annual audit of the School's financial affairs. The audit will verify the accuracy of School's financial statements, reporting practices and

amounts paid to the District. The audit will be conducted in accordance with generally accepted accounting principles applicable to public schools and in compliance with the audit provisions of the Charter.

- b) The Charter School Board of Directors will review any audit exceptions or deficiencies and determine the means for resolving any such exceptions or deficiencies. Audit exceptions must be resolved to the satisfaction of the District governing board and in accordance with the procedures detailed in the Charter and Education Code Section 47605(b)(5)(l).

## **RESOURCE CENTERS**

As the Charter School is a non-classroom based/independent study charter school, it is understood that the Charter School serves students throughout Kings County and adjacent counties pursuant to Education Code Sections 47605.1(c) and 51747.3. As such, the Charter School utilizes resource centers within the meaning of Education Code Section 47605.1(c), which may be located within Kings County and in adjacent counties per the Charter Schools Act, to facilitate its independent study program and offer services to students including, but not limited to, testing, tutoring, and teacher-student meetings.

Following is a list of the Charter School's current resource center locations:

- 9895 7<sup>th</sup> Avenue, Hanford, CA 93230
- 312 West 7<sup>th</sup> Street, Hanford, CA 93230

The Charter School affirms that its resource centers are (1) used exclusively for the educational support of students who are enrolled in the Charter School's nonclassroom-based independent study program, and (2) the Charter School provides its primary educational services in, and a majority of the pupils it serves are residents of, Kings County.

The location of the Charter School's resource centers may change from year-to-year based on students' geographic location, program requirements, and financial considerations as determined by the Board of Directors. Examples of possible resource center locations include, but are not limited to: Boys and Girls Club facilities, temporary locations (i.e., one-month rental at local library for summer intersession), Workforce Investment Act facilities, and various County facilities for migrant farm students.

As the Charter School's resource centers are not considered traditional school "sites" under the Charter Schools Act, the District and Charter School acknowledge that the requirements that apply to traditional school "sites" under the Charter Schools Act do not apply to the Charter School's resource centers. Thus, the District and Charter School agree, for example, that the Charter School's addition or deletion of resource centers shall not require a material revision to this charter and the provisions of Education Code Sections 47605(a)(1), 47605(a)(4) and 47605.1(d) do not apply to the Charter School's resource centers. The Charter School shall annually provide to the District a list of its resource center locations and, if applicable, a copy of the lease and any appropriate permits/clearances in accordance with Education Code Section 47610 for any new resource centers.

## **INSURANCE AND RISK MANAGEMENT**

- a) The Charter School will, at its own expense, provide and maintain insurance policies for the operation of the Charter School, including but not limited to general liability, property, and errors and omission policies.
- b) The District shall be named as an additional insured under all insurance carried on behalf of the Charter School.
- c) The Charter School shall provide the District with certificates of insurance upon request by the District.

## MISCELLANEOUS

- a) Amendments, Modification and Supplements. Amendments, modifications, and supplements to this Agreement are allowed and will be binding on the parties after the effective date provided such amendments, modification and supplements (1) are in writing, signed by an authorized representatives of both parties, and (2) by reference incorporate this Agreement and identify the specific sections or clauses contained herein which are amended, modified and supplemented or indicate that the material is new. The term, "this Agreement" shall be deemed to include any future amendments, modifications and supplements.
- b) Assignment. Neither party may assign or delegate its obligations under this Agreement without the prior written consent of the other.
- c) Compliance with Laws and Regulations. The parties shall comply with all federal, state and local laws and regulations applicable to their performance as described in this Agreement.
- d) Consent. Where consent, approval or mutual agreement is required of a party, it shall not be unreasonably withheld or delayed.
- e) Default. If either party refuses or fails in any material respect properly to perform its obligations under this Agreement, or violates any of the material terms or conditions of the Agreement, such refusal, failure or violation shall constitute default. In such event, the non-defaulting party may so notify the other party in writing of the default and allow that party a period of thirty (30) calendar days to cure such default. If the defaulting party does not cure such default within said thirty (30) calendar days; the non-defaulting party shall have the right to terminate this Agreement upon written notice to the other party. Termination of this Agreement shall not equate to revocation of the charter which may only be accomplished in accordance with Education Code Section 47607 and its implementing regulations. Notwithstanding rights provided through this clause, all service fees for current month and previously certified student attendance shall still be due and payable per the terms of this Agreement. If such default is for failure of the District to pay service fees that have already been transferred to the District from State or other granting entity, then the District shall only be granted a period of ten (10) working days to cure such default.
- f) Dispute Resolution. Any and all disputes arising out of the interpretation or performance of this Agreement shall be subject to the dispute resolution procedure set forth in the Charter.

- g) Entire Agreement. Except for written amendments, supplements or modifications made after the execution of this Agreement, this Agreement and its attachments represent the entire agreement between the parties hereto with respect to the subject matter of this Agreement and supersedes all prior renegotiations, representations and agreements, either oral or written.
- h) Forces Outside the Control of the Parties (Force Majeure). In the event performance of this Agreement, or any obligations hereunder, is prevented, restricted or interfered with by reason of acts of God, wars, revolution, civil commotion, acts of public enemy, embargo, acts of the government in its sovereign capacity, labor difficulties, including without limitation, strikes, slowdowns, picketing or boycotts, unavailability of equipment from vendors, or any other circumstances beyond the reasonable control and without the fault or negligence of the party affected, the party affected, upon giving prompt notice to the other party, shall be excused from such performance on a day-to-day basis to the extent of such prevention restriction, or interference (and the other party shall be excused from such performance on a day-to-day basis until the delay, restriction or interference has ceased), provided, however, that the party so affected shall use its best reasonable efforts to avoid and remove such cause of nonperformance and both parties shall proceed whenever such causes are removed or cease.
- i) Severability. If any provision or any part of this Agreement is for any reason held to be invalid and/or unenforceable or contrary to public policy, law, or statute and/or ordinance, the remainder of this Agreement shall not be affected and shall remain valid and fully enforceable.
- j) Governing Law. This Agreement shall be governed by and interpreted or construed in accordance with the laws of the State of California, County of Kings.
- k) Headings. The headings in this Agreement are inserted for convenience and identification only and are in no way intended to define or limit the scope, extend or intents of this Agreement or any of the provisions hereof.
- l) Independent Contractor Relationship. Each party shall remain an independent contractor with respect to the other and shall be responsible for compliance with all laws, rules and regulations involving, but not limited to, employment of labor, hours of labor, health and safety, working conditions and payment of wages. The persons provided by each party shall be solely that party's employees and shall be under the sole and exclusive direction and control of that party. They shall not be considered employees of the other party for any purpose.
- m) Taxes and Assessments. Each party shall be responsible for payment of taxes, including federal, state and municipal taxes, chargeable or assessed with respect to its employees, such as Social Security, unemployment, worker's compensation, disability insurance, and federal and state withholding.
- n) Insolvency. Either party may terminate this Agreement by notice, in writing, if the other party admits insolvency, makes an assignment for the benefit of creditors, or has a trustee or receiver appointed over all or any substantial part of its assets.
- o) Successors. This Agreement shall be binding on and inure to the benefit of the respective successors and permitted assigns of the parties.

- p) Notifications. All notices, requests, and other communications under this Agreement shall be in writing and mailed to the proper addresses as follows:

To the District at:

Kit Carson Union Elementary District  
9895 7<sup>th</sup> Avenue  
Hanford, CA 93230

To the School at:

Kings Valley Academy  
42455 10<sup>th</sup> St. West #105  
Lancaster CA, 93534

IN WITNESS WHEREOF, the parties hereto execute this Agreement.

KIT CARSON UNION ELEMENTARY DISTRICT

By \_\_\_\_\_

Date \_\_\_\_\_

KINGS VALLEY ACADEMY

By \_\_\_\_\_

Date \_\_\_\_\_

**Agenda Item:**

5h	Consider approving Resolution 1516-04; Sufficiency of Instructional Materials
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**From:** Todd Barlow

**Purpose:** Each year the Board is required to certify that the school has sufficient standards aligned, grade-level instructional materials.

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



# **KIT CARSON**

## **UNION ELEMENTARY SCHOOL DISTRICT**



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Superintendent/Principal  
Todd Barlow

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

Board of Trustees  
Andy Atsma  
Alejandro Acosta  
Sheere Deniz  
Joe Oliveira

### **PUBLIC HEARING**

### **INSTRUCTIONAL MATERIALS / TEXTBOOKS**

The Kit Carson Union School District is scheduling a Public Hearing to provide an opportunity for the public to comment on the instructional materials/textbook funding. The hearing will be held at the Regular Board Meeting scheduled for 6:30 pm, Wednesday, September 16, 2014, at Kit Carson School, Room 31 located at 9895 7<sup>th</sup> Ave, Hanford.

Posted the 6<sup>th</sup> day of September, 2015  
*District Office*  
*Staff Room*  
*Glass Case*

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*"Where students come first"*

RESOLUTION NO 1516-04

RESOLUTION OF THE GOVERNING BOARD  
OF THE  
KIT CARSON UNION SCHOOL DISTRICT

RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

**Whereas**, the governing board of Kit Carson Union School district, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 16, 2015, at 6:30 o'clock PM, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

**Whereas**, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

**Whereas**, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

**Whereas**, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

**Whereas**, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

**Whereas**, sufficient textbooks and instructional materials were provided to each student, including English learners that **are aligned to the academic content standards** and consistent with the cycles and content of the curriculum frameworks in **the following subjects**:

- Mathematics – Bridges Mathematics Program (K-5) 2015/College Preparatory Math (CPM)(6-8) 2015
- Social Studies – McMillan McGraw Hill: Treasures 2011 / Scott Foresmen History Social Science for CA – 2006 / Teachers Curriculum Institute-2006
- Science – McMillan McGraw Hill: Treasures 2011 / Scott Foresmen Science 2007 / Glencoe - 2007
- English/Language Arts, including the English language development component of an adopted program – McMillan McGraw Hill: Reading Treasures 2011

Therefore, it is resolved that for the 2015-2016 school year, the Kit Carson Union School district has provided each pupil with sufficient textbooks and instructional materials **aligned to the academic content standards** and consistent with the cycles and content of the curriculum frameworks.

**Ayes**

**Noes**

**Absent**

---

Andy Atsma, President  
Governing Board of Trustees



**Agenda Item:**

5i	Consider approving Resolution 1516-03; GANN Limit
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**From: Shelley Leal**

**Purpose:** In accordance with Proposition 4, 1979 "The Gann Amendment" to establish maximum appropriation limitations (Gann limit) and accept a revised Gann limit for the 2014-2015 fiscal year and a projected Gann limit for the 2015-2016 fiscal year.

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

**RESOLUTION NO 1516-03  
RESOLUTION OF THE GOVERNING BOARD  
OF THE  
KIT CARSON UNION SCHOOL DISTRICT  
RESOLUTION FOR ADAPTING THE “GANN” LIMIT**

BOARD DELEGATION OF POWERS/DUTIES OF GOVERNING BOARD  
{GOVERNMENT CODE § 7902.1}

**WHEREAS**, in November of 1979, the California electorate did adopt Proposition 4, commonly called The Gann Amendment, which added Article XIII-B to the California Constitution; and,

**WHEREAS**, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

**WHEREAS**, the District must establish a revised Gann Limit for the 2014-2015 fiscal year and a projected Gann Limit for the 2015-2016 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

**NOW, THEREFORE, BE IT RESOLVED** that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2014-2015 and 2015-2016 fiscal years are made in accord with applicable constitutional and statutory law;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2014-2015 and 2015-2016 fiscal years do not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that the Superintendent provide copies of this resolution along with the appropriate attachments to interested citizens of this district.

The adoption of the foregoing resolution was moved by Board Member \_\_\_\_\_,  
seconded by Board Member \_\_\_\_\_, and passed by the following vote:

AYES:

NOES:

ABSENT:

I, Andy Atsma, President of the Governing Board of the Kit Carson Union School District, hereby certify that the foregoing is a true and correct copy of a Resolution duly made, adopted and entered in the Board minutes of the Governing Board meeting on the 16<sup>th</sup> of September 2015.

\_\_\_\_\_  
Andy Atsma, President  
Kit Carson Governing Board

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2013-14 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2013-14 Actual</b>			<b>2014-15 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	2,062,547.09		2,062,547.09			2,041,752.37
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	380.29		380.29			377.31
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2013-14</b>			<b>Adjustments to 2014-15</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2014-15 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2014-15 P2 Report</b>			<b>2015-16 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	377.31		377.31	360.05		360.05
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			377.31			360.05
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2014-15 Actual</b>			<b>2015-16 Budget</b>		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	7,756.58		7,756.58	0.00		0.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	2.57		2.57	0.00		0.00
4. Secured Roll Taxes (Object 8041)	622,040.38		622,040.38	374,046.00		374,046.00
5. Unsecured Roll Taxes (Object 8042)	29,189.76		29,189.76	0.00		0.00
6. Prior Years' Taxes (Object 8043)	9,407.88		9,407.88	0.00		0.00
7. Supplemental Taxes (Object 8044)	5,490.02		5,490.02	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(299,840.93)		(299,840.93)	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	1,746.00		1,746.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	374,046.26	0.00	374,046.26	375,792.00	0.00	375,792.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	374,046.26	0.00	374,046.26	375,792.00	0.00	375,792.00

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			29,692.00			35,100.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			29,692.00			35,100.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	2,755,077.00		2,755,077.00	3,118,215.00		3,118,215.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	8.00		8.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	2,755,085.00	0.00	2,755,085.00	3,118,215.00	0.00	3,118,215.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	3,566,122.40		3,566,122.40	3,862,418.37		3,862,418.37
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	4,900.30		4,900.30	4,185.00		4,185.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			2,062,547.09			2,041,752.37
2. Inflation Adjustment			0.9977			1.0382
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9922			0.9543
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			2,041,752.37			2,022,874.86
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			374,046.26			375,792.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			45,277.20			43,206.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,697,398.11			1,682,182.86
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,697,398.11			1,682,182.86
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			2,850.34			2,232.27
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			376,896.60			378,024.27
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,694,547.77			1,679,950.59
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			376,896.60			
b. State Subventions (Line D8)			1,694,547.77			
c. Less: Excluded Appropriations (Line C23)			29,692.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			2,041,752.37			



	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4; if negative, then zero)  If not zero report amount to: Michael Cohen, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
<b>Summary</b>						
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)			2,041,752.37			2,022,874.86
<b>12. Appropriations Subject to the Limit</b> (Line D9d)			2,041,752.37			

\* Please provide below an explanation for each entry in the adjustments column.

Shelley Leal  
Gann Contact Person

559-582-2843  
Contact Phone Number

**Agenda Item:**

5j	Consider approving the current Expense Allocation Agreement
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**From:** Shelley Leal

**Purpose:** Existing law requires Districts to spend a minimum of 60% of expenditures on classroom compensation. The District is spending 55.84% on classroom compensation.

**Fiscal impact:** The difference between expenditures and the minimum is c. \$118,650.

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

## **Exemption from the Required Expenditures for Classroom Compensation**

*Pursuant to Education Code Sections 41372 and 41374*

### **Legal Requirement**

Existing law requires that each school district spend a minimum percentage of their expenditures on classroom compensation. The amount spent is reported to the state each year in Form CEA of Unaudited Actuals. The minimum percentages are based on district type as follows:

Elementary School Districts	60%
High School Districts	50%
Unified School Districts	55%

### **Exemptions**

If a school district fails to spend the required percentage, an exemption can be filed with the County Superintendent of Schools. The exemption request must be in writing and submitted no later than September 15 with the prior year Unaudited Actual Financial Reports. An exemption is granted if the district meets one of two conditions:

1. Deficiency would be a serious hardship to the district or,
2. District's classroom teacher salaries are already in excess of other comparable school district's classroom teacher salaries

Per Education Code Section 41374, Section 41372 does not apply to any school district that has individual class session with pupils in attendance not exceeding the following:

Elementary School Districts	28 Pupils
High School Districts	25 Pupils
Unified School Districts	28 Pupils (Grades K-8) and 25 Pupils (Grades 9-12)

An individual class session does not include K-8 courses in art, instrumental and vocal music, industrial arts, and physical education; Grades 9-12 courses in commercial arts, instrumental and vocal music, industrial arts, physical education and two or more individual class groups that are assembled together in the same room for joint lectures or demonstrations.

### **Penalty**

If the County Superintendent of Schools determines that a district did not spend the minimum percentage on classroom teacher salaries, he/she shall, after April 15 of the current fiscal year, designate from an apportionment the amount of the deficiency and deposit it in the County Treasury to the credit of the district. If exemption is not filed or denied, the County Superintendent shall order the deposit be spent for salaries of classroom teachers in the next fiscal year. Effective September 30, 2002 the authority to grant all exemptions was passed to the County Superintendent of Schools.

### **Exemption Guidelines**

A school district may be granted an exemption if the County Superintendent of Schools determines that it meets one of the two conditions for exemption detailed on the previous page. On the application, the governing board of the school district must indicate which of the two conditions it is filing under for the exemption and include documentation that supports the condition.

#### ***Suggested documentation for exemptions based on serious hardship***

The Education Code does not define serious hardship. So we will allow two methods to document this exemption. First, the district can use the State Board adopted Criteria & Standards for the basis for determination as to the district's qualifications for an exemption based on serious financial hardship. The district's latest interim report and multi-year projections for the current and two subsequent fiscal years should be used to assist in the assessment.

Second, the district may have a hardship of a serious manner that it wishes to define based on a specific need of the district. An example of a different type of serious hardship could be that the Local Control Accountability Plan (LCAP) requires expenditures for student improvement that are not classified as classroom salaries and that the required increase in classroom salaries would not allow the district to comply with its LCAP and create a hardship for that requirement.

#### ***Suggested documentation for exemptions based on comparable pay***

It is suggested that the school district provide salary and benefit data for at least three other comparable school districts. The comparison analysis, at a minimum, should be made to include annual teacher salaries paid (beginning, average, and maximum) plus average annual health & welfare benefits paid by the district per teacher. Please complete the CEA Salary Exemption Worksheet to assist in the assessment.

### **Instructions for Completing an Exemption Request**

Attached is a form for a school district to request an exemption. The governing board of the school district chooses one of the two conditions and completes Sections A (Deficiency Amount) and B (Certification of the School District Governing Board). This exemption is then returned to the Kings County Office of Education, no later than September 15.



*Pursuant to Education Code Sections 41372 and 41374*

**C. Recommendation of the County Superintendent of Schools**

Based on the review of the information provided by \_\_\_\_\_  
School District, the district shall:

\_\_\_\_\_ Be granted an exemption from the requirements of Education Code Section 41372.

\_\_\_\_\_ Be granted a partial exemption from the requirements of Education Code Section 41372. The amount not exempted is \$ \_\_\_\_\_. Attached is a written explanation for the basis for approving a partial exemption.

\_\_\_\_\_ Not be granted an exemption from the requirements of Education Code Section 41372. Attached is a written explanation supporting the basis of denial of exemption.

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

\_\_\_\_\_  
Date

# Exemption Request from the Required Expenditures for Classroom Teachers' Salaries

			2014-2015 Certificated Salary Schedule			
County	District	ADA	H/W Coverage	BA+30 Final Step	BA+60 Final Step	Final Col Final Step
<i>District Seeking Exemption:</i>						
Kings	Kit Carson	373.65	\$ -	\$ 72,251	\$ 83,494	\$ 83,494
<i>Comparable Districts:</i>						
Kings	Lakeside	304.19	\$ 10,800	\$ 50,662	\$ 75,736	\$ 78,008
Tulare	Monson-Sultana	444.06	14,907	53,772	65,172	78,988
Madera	El Nido	176	10,500	56,647	66,701	69,381

Beginning	Medium/ Average	Maximum	
\$ 72,251	\$ 83,494	\$ 83,494	
61,462	86,536	88,808	
68,679	80,079	93,895	Met
69,647	79,701	82,381	Met
-	-	-	
-	-	-	
-	-	-	

Must meet or exceed 2 out of 3 to meet requirement.

**Agenda Item:**

5k	Consider approving the Unaudited Actuals
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**From:** Shelley Leal

**Purpose:** To review the final 2014-2015 report to be submitted to the state.

The complete Unaudited Actuals report is available on our website at [www.kitcarsonschool.com](http://www.kitcarsonschool.com)

**Fiscal impact:** No direct impact.

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

**KIT CARSON UNION SCHOOL DISTRICT  
2014/15  
UNAUDITED ACTUALS**

	Pages
District Certification Sheet	1
Summary of Unaudited Actuals Data Submission	2
Average Daily Attendance	3
General Fund	4-7
Mid Valley (900)	8- 9
Latchkey (1200)	10-11
Cafeteria Fund (1300)	12-13
Deferred Maintenance Fund (1400)	14-15
Pupil Transportation Equip. Fund (1500)	16-17
Special Reserve Fund (1700)	18-19
Capital Facilities Fund (2500)	19-20
Special Reserve for Capital Outlay (4000)	21-22
 Reports	
Schedule of Capital Assets	23
Minimum Classroom Compensation (see worksheet)	24
Long Term Debt	25
Gann Limit	26-28
Indirect Cost Rate	29-30
Lottery	31

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2014-15 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Date of Meeting: \_\_\_\_\_

To the Superintendent of Public Instruction:

2014-15 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

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

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Stephen G. Corl  
Name  
Assistant Superintendent, Business Services  
Title  
559-589-7091  
Telephone  
scorl@kings.k12.ca.us  
E-mail Address

For School District:

Shelley Leal  
Name  
CBO  
Title  
559-582-2843  
Telephone  
sleal@kitcarsonschool.com  
E-mail Address

Unaudited Actuals  
FINANCIAL REPORTS  
2014-15 Unaudited Actuals  
Summary of Unaudited Actual Data Submission

16 63958 0000000  
Form CA

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	55.84%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$118,642.88
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your appropriations limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$2,041,752.37
	Appropriations Subject to Limit	\$2,041,752.37
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2016-17, subject to CDE approval.	4.36%
NCMOE	No Child Left Behind (NCLB) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2016-17 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met

Description	2014-15 Unaudited Actuals			2015-16 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	374.35	374.03	374.35	359.04	359.04	373.18
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	374.35	374.03	374.35	359.04	359.04	373.18
<b>5. District Funded County Program ADA</b>						
a. County Community Schools per EC 1981(a)(b)&(d)	2.96	2.96	2.96	1.01	1.01	1.01
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	2.96	2.96	2.96	1.01	1.01	1.01
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	377.31	376.99	377.31	360.05	360.05	374.19
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						



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			2014-15 Unaudited Actuals			2015-16 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	2,961,099.26	0.00	2,961,099.26	3,315,011.00	0.00	3,315,011.00	12.0%
2) Federal Revenue		8100-8299	29,205.80	162,977.21	192,183.01	0.00	149,362.37	149,362.37	-22.3%
3) Other State Revenue		8300-8599	87,579.78	31,210.07	118,789.85	51,239.00	82,518.00	133,757.00	12.6%
4) Other Local Revenue		8600-8799	56,663.22	113,331.00	169,994.22	23,500.00	116,000.00	139,500.00	-17.9%
5) TOTAL, REVENUES			3,134,548.06	307,518.28	3,442,066.34	3,389,750.00	347,880.37	3,737,630.37	8.6%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	1,394,433.92	130,889.47	1,525,323.39	1,378,184.50	172,859.58	1,551,044.08	1.7%
2) Classified Salaries		2000-2999	448,591.02	141,204.79	589,795.81	507,421.00	150,146.00	657,567.00	11.5%
3) Employee Benefits		3000-3999	415,391.63	65,332.92	480,724.55	451,030.40	79,290.00	530,320.40	10.3%
4) Books and Supplies		4000-4999	121,960.11	90,207.88	212,167.99	150,426.00	49,291.00	199,717.00	-5.9%
5) Services and Other Operating Expenditures		5000-5999	311,680.62	41,274.25	352,954.87	383,091.00	48,633.86	431,724.86	22.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299							
		7400-7499	19,098.00	43,107.00	62,205.00	29,233.10	43,215.00	72,448.10	16.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(49,889.14)	28,014.14	(21,875.00)	(2,546.36)	2,003.36	(543.00)	-97.5%
9) TOTAL, EXPENDITURES			2,661,266.16	540,030.45	3,201,296.61	2,896,839.64	545,438.80	3,442,278.44	7.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			473,281.90	(232,512.17)	240,769.73	492,910.36	(197,558.43)	295,351.93	22.7%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	180.80	0.00	180.80	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(165,982.34)	165,982.34	0.00	(231,401.00)	231,401.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(166,163.14)	165,982.34	(180.80)	(231,401.00)	231,401.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals			2015-16 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			307,118.76	(66,529.83)	240,588.93	261,509.36	33,842.57	295,351.93	22.8%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	371,278.91	165,504.30	536,783.21	678,397.67	98,974.47	777,372.14	44.8%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			371,278.91	165,504.30	536,783.21	678,397.67	98,974.47	777,372.14	44.8%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			371,278.91	165,504.30	536,783.21	678,397.67	98,974.47	777,372.14	44.8%
2) Ending Balance, June 30 (E + F1e)			678,397.67	98,974.47	777,372.14	939,907.03	132,817.04	1,072,724.07	38.0%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	1,100.00	0.00	1,100.00	1,100.00	0.00	1,100.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	98,974.47	98,974.47	0.00	132,817.04	132,817.04	34.2%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789	150,000.00	0.00	150,000.00	150,000.00	0.00	150,000.00	0.0%
Unassigned/Unappropriated Amount		9790	527,297.67	0.00	527,297.67	788,807.03	0.00	788,807.03	49.6%

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals			2015-16 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>G. ASSETS</b>									
1) Cash		9110	787,837.01	70,366.10	858,203.11				
a) in County Treasury		9111	0.00	0.00	0.00				
1) Fair Value Adjustment to Cash in County Treasury		9120	0.00	0.00	0.00				
b) in Banks		9130	1,100.00	0.00	1,100.00				
c) in Revolving Fund		9135	0.00	0.00	0.00				
d) with Fiscal Agent		9140	0.00	0.00	0.00				
e) collections awaiting deposit		9150	0.00	0.00	0.00				
2) Investments		9200	76,535.99	32,642.54	109,178.53				
3) Accounts Receivable		9290	0.00	0.00	0.00				
4) Due from Grantor Government		9310	0.00	0.00	0.00				
5) Due from Other Funds		9320	0.00	0.00	0.00				
6) Stores		9330	0.00	0.00	0.00				
7) Prepaid Expenditures		9340	0.00	0.00	0.00				
8) Other Current Assets			865,473.00	103,008.64	968,481.64				
9) TOTAL, ASSETS									
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
<b>I. LIABILITIES</b>									
1) Accounts Payable		9500	187,075.33	1,046.80	188,122.13				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	2,987.37	2,987.37				
6) TOTAL, LIABILITIES			187,075.33	4,034.17	191,109.50				
<b>J. DEFERRED INFLOWS OF RESOURCES</b>									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
<b>K. FUND EQUITY</b>									

			2014-15 Unaudited Actuals			2015-16 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
(must agree with line F2) (G9 + H2) - (I6 + J2)			678,397.67	98,974.47	777,372.14				

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	118,032.00	128,996.00	9.3%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	5,232.52	17,413.00	232.8%
4) Other Local Revenue		8600-8799	791.54	1,185.00	49.7%
5) TOTAL REVENUES			124,056.06	147,594.00	19.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	104,146.10	104,051.00	-0.1%
2) Classified Salaries		2000-2999	1,269.60	2,000.00	57.5%
3) Employee Benefits		3000-3999	9,417.32	11,211.00	19.0%
4) Books and Supplies		4000-4999	4,156.47	7,124.78	71.4%
5) Services and Other Operating Expenditures		5000-5999	5,763.95	7,320.00	27.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	7,850.00	0.00	-100.0%
9) TOTAL EXPENDITURES			132,603.44	131,706.78	-0.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(8,547.38)	15,887.22	-285.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(8,547.38)	15,887.22	-285.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	37,067.23	28,519.85	-23.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			37,067.23	28,519.85	-23.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			37,067.23	28,519.85	-23.1%
2) Ending Balance, June 30 (E + F1e)			28,519.85	44,407.07	55.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	15,273.51	30,294.29	98.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	13,246.34	967.90	-92.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	13,144.88	New

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,337.66	12,004.00	-10.0%
5) TOTAL REVENUES			13,337.66	12,004.00	-10.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	9,353.76	8,768.00	-6.3%
3) Employee Benefits		3000-3999	1,922.09	1,839.00	-4.3%
4) Books and Supplies		4000-4999	1,014.65	850.00	-16.2%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	1,025.00	543.00	-47.0%
9) TOTAL EXPENDITURES			13,315.50	12,000.00	-9.9%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			22.16	4.00	-81.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers		8900-8929	0.00	0.00	0.0%
a) Transfers In					
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses		8930-8979	0.00	0.00	0.0%
a) Sources					
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			22.16	4.00	-81.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance			64.64	86.80	34.3%
a) As of July 1 - Unaudited		9791			
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			64.64	86.80	34.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			64.64	86.80	34.3%
			86.80	90.80	4.6%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable			0.00	0.00	0.0%
Revolving Cash		9711			
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	86.80	72.19	-16.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	18.61	New



Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	171,243.54	164,250.00	-4.1%
3) Other State Revenue		8300-8599	13,912.88	14,250.00	2.4%
4) Other Local Revenue		8600-8799	25,278.48	22,103.58	-12.6%
5) TOTAL REVENUES			210,434.90	200,603.58	-4.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	88,669.09	91,557.00	3.3%
3) Employee Benefits		3000-3999	46,908.53	47,944.00	2.2%
4) Books and Supplies		4000-4999	90,714.24	85,278.00	-6.0%
5) Services and Other Operating Expenditures		5000-5999	2,227.62	2,700.00	21.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	13,000.00	0.00	-100.0%
9) TOTAL EXPENDITURES			241,519.48	227,479.00	-5.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(31,084.58)	(26,875.42)	-13.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	180.80	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			180.80	0.00	-100.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(30,903.78)	(26,875.42)	-13.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	82,763.97	51,860.19	-37.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			82,763.97	51,860.19	-37.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			82,763.97	51,860.19	-37.3%
2) Ending Balance, June 30 (E + F1e)			51,860.19	24,984.77	-51.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	1,538.20	1,538.20	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	50,321.99	23,446.57	-53.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	50,000.00	50,000.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL REVENUES			50,000.00	50,000.00	0.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	458.81	1,000.00	118.0%
5) Services and Other Operating Expenditures		5000-5999	9,497.77	50,000.00	426.4%
6) Capital Outlay		6000-6999	72,600.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			82,556.58	51,000.00	-38.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(32,556.58)	(1,000.00)	-96.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(32,556.58)	(1,000.00)	-96.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance		9791	86,525.54	53,968.96	-37.6%
a) As of July 1 - Unaudited					
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			86,525.54	53,968.96	-37.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			86,525.54	53,968.96	-37.6%
			53,968.96	52,968.96	-1.9%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable		9711	0.00	0.00	0.0%
Revolving Cash					
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	53,968.96	53,968.96	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	(1,000.00)	New

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	212.05	225.00	6.1%
5) TOTAL REVENUES			212.05	225.00	6.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			212.05	225.00	6.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			212.05	225.00	6.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	34,142.44	34,354.49	0.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			34,142.44	34,354.49	0.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			34,142.44	34,354.49	0.6%
			34,354.49	34,579.49	0.7%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	34,354.49	34,579.49	0.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	212.05	225.00	6.1%
5) TOTAL REVENUES			212.05	225.00	6.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			212.05	225.00	6.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

16

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			212.05	225.00	6.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	34,142.44	34,354.49	0.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			34,142.44	34,354.49	0.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			34,142.44	34,354.49	0.6%
			34,354.49	34,579.49	0.7%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	34,354.49	34,579.49	0.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

17



Unaudited Actuals  
Special Reserve Fund for Other Than Capital Outlay Projects  
Expenditures by Object

16 63958 0000000  
Form 17

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,681.37	3,000.00	11.9%
5) TOTAL REVENUES			2,681.37	3,000.00	11.9%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,681.37	3,000.00	11.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers		8900-8929	0.00	0.00	0.0%
a) Transfers In					
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses		8930-8979	0.00	0.00	0.0%
a) Sources					
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			2,681.37	3,000.00	11.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	431,705.33	434,386.70	0.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			431,705.33	434,386.70	0.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			431,705.33	434,386.70	0.6%
2) Ending Balance, June 30 (E + F1e)			434,386.70	437,386.70	0.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	434,386.70	437,505.33	0.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	(118.63)	New

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	26,499.43	13,001.74	-50.9%
5) TOTAL REVENUES			26,499.43	13,001.74	-50.9%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	10,128.00	10,128.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	19,257.96	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			29,385.96	10,128.00	-65.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(2,886.53)	2,873.74	-199.6%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(2,886.53)	2,873.74	-199.6%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	12.79	(2,873.74)	-22568.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			12.79	(2,873.74)	-22568.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			12.79	(2,873.74)	-22568.6%
			(2,873.74)	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
			0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(2,873.74)	0.00	-100.0%

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	323,430.10	0.00	-100.0%
4) Other Local Revenue		8600-8799	4,551.00	5,000.00	9.9%
5) TOTAL REVENUES			327,981.10	5,000.00	-98.5%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	267,713.59	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			267,713.59	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			60,267.51	5,000.00	-91.7%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals	2015-16 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			60,267.51	5,000.00	-91.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	800,169.21	860,436.72	7.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			800,169.21	860,436.72	7.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			800,169.21	860,436.72	7.5%
2) Ending Balance, June 30 (E + F1e)			860,436.72	865,436.72	0.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	860,436.72	845,085.72	-1.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	20,351.00	New

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Unaudited Actuals  
2014-15 Unaudited Actuals  
Schedule of Capital Assets

16 63958 0000000  
Form ASSET

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
<b>Governmental Activities:</b>						
Capital assets not being depreciated:			0.00			0.00
Land			0.00			0.00
Work in Progress	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net						
<b>Business-Type Activities:</b>						
Capital assets not being depreciated:			0.00			0.00
Land			0.00			0.00
Work in Progress	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:			0.00			0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net						

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense- Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	1,525,323.39	301	0.00	303	1,525,323.39	305	0.00		307	1,525,323.39	309
2000 - Classified Salaries	589,795.81	311	0.00	313	589,795.81	315	90,168.51		317	499,627.30	319
3000 - Employee Benefits (Excluding 3800)	480,724.55	321	23,062.42	323	457,662.13	325	43,935.01		327	413,727.12	329
4000 - Books, Supplies Equip Replace. (6500)	212,167.99	331	0.00	333	212,167.99	335	72,519.42		337	139,648.57	339
5000 - Services... & 7300 - Indirect Costs	331,079.87	341	0.00	343	331,079.87	345	57,413.85		347	273,666.02	349
TOTAL					3,116,029.19	365	TOTAL			2,851,992.40	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

\* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011.		1100	375
2. Salaries of Instructional Aides Per EC 41011.		2100	380
3. STRS.		3101 & 3102	382
4. PERS.		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).		3401 & 3402	385
7. Unemployment Insurance.		3501 & 3502	390
8. Workers' Compensation Insurance.		3601 & 3602	392
9. OPEB, Active Employees (EC 41372).		3751 & 3752	393
10. Other Benefits (EC 22310).		3901 & 3902	397
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.			396
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).			396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			397
14. TOTAL SALARIES AND BENEFITS.			
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.			55.84%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

**PART III: DEFICIENCY AMOUNT**

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1. Minimum percentage required (60% elementary, 55% unified, 50% high)	60.00%
2. Percentage spent by this district (Part II, Line 15)	55.84%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	4.16%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	2,851,992.40
5. Deficiency Amount (Part III, Line 3 times Line 4)	118,642.88

**PART IV: Explanation for adjustments entered in Part I, Column 4b (required)**



Unaudited Actuals  
2014-15 Unaudited Actuals  
Schedule of Long-Term Liabilities

16 63958 0000000  
Form DEBT

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	18,516.96		18,516.96		18,516.96	0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation	14,238.00	25,359.00	39,597.00			39,597.00	
Compensated Absences Payable	14,115.94		14,115.94	4,033.97		18,149.91	
Governmental activities long-term liabilities	46,870.90	25,359.00	72,229.90	4,033.97	18,516.96	57,746.91	0.00
<b>Business-Type Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2013-14 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2013-14 Actual</b>			<b>2014-15 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	2,062,547.09		2,062,547.09			2,041,752.37
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	380.29		380.29			377.31
ADJUSTMENTS TO PRIOR YEAR LIMIT	<b>Adjustments to 2013-14</b>			<b>Adjustments to 2014-15</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2014-15 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2014-15 P2 Report</b>			<b>2015-16 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	377.31		377.31	360.05		360.05
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR ADA P2 ADA (Line B1 plus B2)			377.31			360.05
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b> TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	<b>2014-15 Actual</b>			<b>2015-16 Budget</b>		
1. Homeowners' Exemption (Object 8021)	7,756.58		7,756.58	0.00		0.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	2.57		2.57	0.00		0.00
4. Secured Roll Taxes (Object 8041)	622,040.38		622,040.38	374,046.00		374,046.00
5. Unsecured Roll Taxes (Object 8042)	29,189.76		29,189.76	0.00		0.00
6. Prior Years' Taxes (Object 8043)	9,407.88		9,407.88	0.00		0.00
7. Supplemental Taxes (Object 8044)	5,490.02		5,490.02	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(299,840.93)		(299,840.93)	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	1,746.00		1,746.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	374,046.26	0.00	374,046.26	375,792.00	0.00	375,792.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	374,046.26	0.00	374,046.26	375,792.00	0.00	375,792.00

26

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			29,692.00			35,100.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			29,692.00			35,100.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	2,755,077.00		2,755,077.00	3,118,215.00		3,118,215.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	8.00		8.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	2,755,085.00	0.00	2,755,085.00	3,118,215.00	0.00	3,118,215.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	3,566,122.40		3,566,122.40	3,862,418.37		3,862,418.37
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	4,900.30		4,900.30	4,185.00		4,185.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			2,062,547.09			2,041,752.37
2. Inflation Adjustment			0.9977			1.0382
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9922			0.9543
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			2,041,752.37			2,022,874.86
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			374,046.26			375,792.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			45,277.20			43,206.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,697,398.11			1,682,182.86
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,697,398.11			1,682,182.86
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			2,850.34			2,232.27
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			376,896.60			378,024.27
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,694,547.77			1,679,950.59
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			376,896.60			
b. State Subventions (Line D8)			1,694,547.77			
c. Less: Excluded Appropriations (Line C23)			29,692.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			2,041,752.37			

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- Please provide below an explanation for each entry in the adjustments column.

559-582-2843  
Contact Phone Number

### Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

#### A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 69,686.21
2. Contracted general administrative positions not paid through payroll
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

#### B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 2,617,928.14

#### C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 2.66%

### Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

#### A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. \_\_\_\_\_  
Retain supporting documentation.

#### B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)**

**A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	166,132.34
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	6,698.25
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	20,555.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	7,968.67
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	0.00
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	201,354.26
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	(56,233.88)
9. Carry-Forward Adjustment (Part IV, Line F)	145,120.38
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	1,995,478.91
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	409,411.26
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	285,404.45
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	7,695.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	95,770.63
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	(1,000.00)
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	291,605.54
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	0.00
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	12,290.50
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	228,519.48
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	3,325,175.77
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment**

(For information only - not for use when claiming/recovering indirect costs)  
(Line A8 divided by Line B18) 6.06%

**D. Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2016-17 see [www.cde.ca.gov/fg/ac/lc](http://www.cde.ca.gov/fg/ac/lc))  
(Line A10 divided by Line B18) 4.36%

Unaudited Actuals  
2014-15 Unaudited Actuals  
LOTTERY REPORT  
Revenues, Expenditures and  
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
<b>A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>					
1. Adjusted Beginning Fund Balance	9791-9795	41,793.73		32,617.17	74,410.90
2. State Lottery Revenue	8560	52,984.21		15,326.36	68,310.57
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		94,777.94	0.00	47,943.53	142,721.47
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	21,968.27		25,769.98	47,738.25
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	24,645.27			24,645.27
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		46,613.54	0.00	25,769.98	72,383.52
<b>C. ENDING BALANCE</b>					
(Must equal Line A6 minus Line B12)	979Z	48,164.40	0.00	22,173.55	70,337.95
<b>D. COMMENTS:</b>					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

\*Pursuant to Government Code Section 8880.4(a)(2) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.



**Agenda Item:**

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

**From:** Todd Barlow

**Purpose:** To procure legal services for the District as needed.

**Fiscal impact:** Based on per hour charges as listed in contract.

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



Robert M. Dowd\*  
Robert W. Gin\*†  
Randy L. Edwards  
Jim D. Lee  
Jeffrey L. Levinson\*  
Raymond L. Carlson  
Ty N. Mizote\*  
Michael R. Johnson\*  
Mario U. Zamora\*  
Janae D. Lopes

GRISWOLD  
LASALLE  
COBB DOWD & GIN LLP

Lyman D. Griswold  
(1914-2000)

Michael E. LaSalle  
(Retired)

Steven W. Cobb  
(1947-1993)

\*A Professional Corporation  
†Of Counsel

ATTORNEYS  
A California Limited Liability Partnership including Professional Corporations

111 E. SEVENTH STREET  
HANFORD, CA 93230

Telephone: (559) 584-6656  
www.griswoldlasalle.com

edwards@griswoldlasalle.com

Direct Fax: 1-800-947-0634

September 8, 2015

VIA U.S. MAIL

Kit Carson Union Elementary School District  
Attn.: Todd Barlow, Superintendent  
9895 7<sup>th</sup> Avenue,  
Hanford, CA. 93230

Re: Legal Services Contract for 2015-2016

Dear Todd:

Attached hereto is an Agreement for Professional Services for 2015-2016, we submit it for your consideration.

Sincerely,

GRISWOLD, LaSALLE, COBB,  
DOWD, & GIN, L.L.P.

By

  
RANDY EDWARDS

RLE:jk  
Enclosure

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT ("District") and the law firm of GRISWOLD, LaSALLE, COBB, DOWD, & GIN, L.L.P. ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District hires Attorney to represent, advise, and counsel it as its legal advisor, and to provide legal advice and representation as requested.

Attorney shall provide legal services as requested by District and keep District informed of significant developments in those matters.

District agrees to pay Attorneys based upon the rate schedule attached hereto as Exhibit "A"; however, agreements for legal fees other than on an hourly basis may be made by mutual agreement.

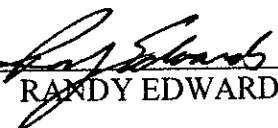
Attorney shall send District a monthly statement for fees and costs incurred. District shall pay Attorney's statement within thirty (30) days. Attorney's statement shall state the basis for calculations (or other method of determination) of Attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement.

KIT CARSON UNION ELEMENTARY  
SCHOOL DISTRICT

GRISWOLD, LaSALLE, COBB,  
DOWD, & GIN, L.L.P.

By \_\_\_\_\_  
Todd Barlow  
Superintendent

By   
RANDY EDWARDS

Robert M. Dowd\*  
Robert W. Gin\*†  
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September 8, 2015

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By

  
RANDY EDWARDS

RLE:jk  
Enclosure

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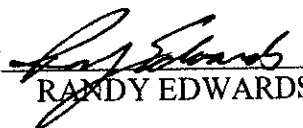
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IN WITNESS WHEREOF, the parties hereto have signed this Agreement.

KIT CARSON UNION ELEMENTARY  
SCHOOL DISTRICT

GRISWOLD, LaSALLE, COBB,  
DOWD, & GIN, L.L.P.

By \_\_\_\_\_  
Todd Barlow  
Superintendent

By   
RANDY EDWARDS

## **EXHIBIT A**

### **PROFESSIONAL RATE SCHEDULE 2015**

#### **HOURLY PROFESSIONAL RATES:**

Attorneys:	\$175.00 - \$250.00
Paralegals:	\$90.00
Legal Assistants:	\$50.00

#### **COSTS AND EXPENSES:**

In-office photocopying:	\$0.20/per page (black and white)
	\$0.65/per page (color)

Other costs shall be charged on an actual and necessary basis, e.g., court, process server, investigator, witness, expert, etc.

GRISWOLD, LaSALLE, COBB, DOWD, & GIN, L.L.P.  
Attorneys at Law  
111 E. Seventh Street,  
Hanford, CA. 93230  
Telephone: 559-584-6656  
Facsimile: 559-582-3106

## **EXHIBIT A**

### **PROFESSIONAL RATE SCHEDULE 2015**

#### **HOURLY PROFESSIONAL RATES:**

Attorneys:	\$175.00 - \$250.00
Paralegals:	\$90.00
Legal Assistants:	\$50.00

#### **COSTS AND EXPENSES:**

In-office photocopying:	\$0.20/per page (black and white)
	\$0.65/per page (color)

Other costs shall be charged on an actual and necessary basis, e.g., court, process server, investigator, witness, expert, etc.

GRISWOLD, LaSALLE, COBB, DOWD, & GIN, L.L.P.  
Attorneys at Law  
111 E. Seventh Street,  
Hanford, CA. 93230  
Telephone: 559-584-6656  
Facsimile: 559-582-3106