

AGENDA

REGULAR BOARD MEETING

Tuesday, December 8, 2015
7:00 p.m. District Conference Room

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Annual Organizational Meeting: Action items:**

- 2.1 Nominate and Elect President of the Tipton Board of Education
- 2.2 Nominate and Elect Clerk of the Tipton Board of Education
- 2.3 Appoint Secretary of the Board
- 2.4 Authorized Signatures to Sign Orders - Superintendent, Business Manager, and Principal
- 2.5 Board representatives to vote on 2016 Election of County Committee

3. **Public Input:**

In order to ensure that Members of the public are provided a meaningful opportunity to address the board on 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 the matter is taken up by board. The Board presentations are limited to 3 minutes per person and 15 minutes per topic.

- 3.1 Community Relations/Citizen Comments
- 3.2 Reports by Employee Units CTA/CSEA
- 3.3 Student Recognition
- 3.4 Correspondence
School Board Appreciation Dinner – February 11, 2015 at 6:00 pm

4. **CONSENT CALENDAR: Action items:**

- 4.1 Minutes of Board Meeting, November 3, 2015
- 4.2 Board Meeting Dates for 2016
- 4.3 Approval of Board Policies and Administrative Regulations

5. **ADMINISTRATIVE: Action items:**

- 5.1 Approval of the Division of the State Architect Application for the Multi-Purpose Building
- 5.2 Tulare County Interdistrict Attendance Agreement
- 5.3 Board Resolution #2015-2016-11, For State Building Funds Application

6. **FINANCE: Action items:**

- 6.1 Vendor Payments (*Updated document will be available during the vendor payment presentation*)
- 6.2 Budget Revisions (*Document will be available during the budget revision presentation*)

6.3 First Interim Report (*Document will be available during the interim report Presentation*)

7. **INFORMATION: (Verbal Reports & presentations)**

7.1 MOT--FOOD SERVICE—PROJECTS

8. **Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.**

8.1 Personnel items: Employment, Resignations, Transfers, Leaves etc. of Certificated and Classified Personnel

8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

8.3 Discussion on Certificated/Classified Negotiation

8.4 Management Negotiation and Discussion

9. **Reconvene to open session**

10. **Report out from Closed Session**

11. **Adjournment**

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213.

Agenda Posted: Thursday, December 2, 2015

2. Annual Organizational Meeting: Action items:

2.2 Nominate and Elect Clerk of the Tipton Board of Education

CERTIFICATION OF DISTRICT CLERK ELECTION

TO: County Superintendent of Schools
ATTN: Shelly DiCenzo

FROM: Miguel A. Guerrero, Superintendent

WE HEREBY CERTIFY that, at a meeting of the Governing Board of the
Tipton Elementary

School District, held on December 8, 2015 _____ was duly
elected District Clerk.

Signatures of Members of Board

INSTRUCTIONS--Forward this form to the County Superintendent of Schools without delay. Boards must elect a clerk at the organizational meeting (held annually in the 15-day period beginning the first Friday in December) and notify the County Superintendent of Schools at once. If a clerk is not elected at this time, the County Superintendent of Schools shall appoint a clerk (Education Code §35143).

2. Annual Organizational Meeting: Action items:

2.4 Authorized Signatures to Sign Orders - Superintendent, Business Manager and Principal

AUTHORIZED SIGNATURES FOR CALENDAR YEAR 2016

TIPTON ELEMENTARY SCHOOL DISTRICT

TO: County Superintendent of Schools
ATTN: Shelly DiCenzo

In accordance with Education Code Section 42633, the governing board of the above school district hereby files with the County Superintendent of Schools the verified signature of each person authorized to sign orders in its name. At a regular meeting of the governing board of the above-captioned school district, held on the 8th day of December, 2015, the following person or persons, or a majority of them, each and every one of whom is an OFFICER OR EMPLOYEE of the above-mentioned school district and whose signature appears opposite his/her name, was/were authorized to sign orders in the name of said governing board. **THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS:**

TYPE OR PRINT NAME HERE:

AUTHORIZED PERSON SIGN HERE:

1. Miguel A. Guerrero Ed.D.
2. Stacey Bettencourt
3. Anthony Hernandez
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

BY ORDER OF THE GOVERNING BOARD OF THE
Tipton Elementary School District

Dated December 8, 2018

By _____
Clerk/Secretary of said Board

2. Annual Organizational Meeting: Action items:

2.5 Board representatives to vote on 2016 Election of County Committee

**BOARD REPRESENTATIVE TO VOTE IN 2016
ELECTION OF COUNTY COMMITTEE MEMBERS**

To: County Superintendent of Schools
Attn: Shelly DiCenzo

FROM: Tipton Elementary School District

At its annual organizational meeting, this school district's governing board selected _____
as its representative to participate in the 2016 ELECTION OF MEMBERS to the County
Committee on School District Organization.

It is understood that the responsibility of the above representative is to take part in the 2016
election of county committee members at the annual county school board's association dinner
which takes place in the fall (usually held in November after Election Day).

Dated December 8, 2015

Clerk/Secretary of the Board

4. CONSENT CALENDAR: Action items:

4.1 Minutes of Board Meeting, November 3, 2015

MINUTES

REGULAR BOARD MEETING

Tuesday, November 3, 2015
7:00 p.m. District Conference Room

1. **Call to order- Flag Salute**

Board President Tony Macedo called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, and Tony Macedo. John Cardoza and Greg Rice were absent.

Guest: Fausto Martin and Anthony Hernandez.

2. **Public Input:**

2.1 Community Relations/Citizen Comments- *No Comments Made*

2.2 Reports by Employee Units CTA/CSEA- *No Comments Made*

2.3 Correspondence-

2015 Fall Institute

California Department of Education, Preliminary Plan Review Multi-Purpose Building

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes of the Regular Board Meeting-October 6, 2015

3.2 Approval of Board Policies and Administrative Regulations

3.3 403(b) and 457 Plan Administration Agreement with TCOE

3.4 Field Trip, Facility and Conference Attendance Requests

Motion to approve the consent calendar was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

4. **ADMINISTRATIVE: Action items:**

4.1 Approval of BP/AR 6174 – Education for English Language Learners

Motion to approve Board Policy and Administrative Regulation 6174 was made by Iva Sousa and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

4.2 Setting Date for Annual Organizational Meeting

Motion to set the date for the Annual Organizational Meeting for December 8, 2015 was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

4.3 Approval of BP/AR 4121 – Temporary/Substitute Personnel

Motion to approve Board Policy and Administrative Regulation 4121 was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

5. FINANCE: Action items:

5.1 Vendor Payments

Motion to approve vendor payments was made by Iva Sousa and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

5.2 Budget Revisions

Motion to approve Budget Revisions was made by Iva Sousa and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

6. INFORMATION: (Verbal Reports & presentations)

6.1 MOT--FOOD SERVICE—PROJECTS.

CBEDS Count

Multi-Purpose Building

Mr. Fausto Martin updated the board on our Prop 39 funds and the various projects we anticipate utilizing the funds for.

Mr. Miguel A. Guerrero updated the board on our annual CBEDS count and the latest version of the Multi-Purpose Building.

7. Any Other Business-

7.1 Quarterly Board Policy Updates – Informational

8. Adjourn to Closed Session: at 8:16 p.m.

9. Reconvene to open session

10. Report out from Closed Session at 8:47 p.m.

8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

Motion to approve all student transfers was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Iva Sousa, Shelley Heeger and Tony Macedo

No – 0

Abstain – 0

Absent – Greg Rice and John Cardoza

11. Adjournment at 8:48

Minutes approved December 8, 2015

Tony Macedo, President

Greg Rice, Clerk

Miguel A. Guerrero Ed.D., Secretary

4. CONSENT CALENDAR: Action items:

4.2 Board Meeting Dates for 2016

**TIPTON ELEMENTARY SCHOOL DISTRICT
BOARD MEETING DATES
For the Year of 2016**

January 12, 2016	7:00 PM
February 2, 2016	7:00 PM
March 1, 2016	7:00 PM
April 5, 2016	7:00 PM
May 3, 2016	7:00 PM
June 7, 2016	7:00 PM
July 5, 2016	7:00 PM
August 2, 2016	7:00 PM
September 6, 2016	7:00 PM
October 4, 2016	7:00 PM
November 1, 2016	7:00 PM
December 6, 2016	7:00 PM

4. CONSENT CALENDAR: Action items:

4.3 Approval of Board Policies and Administrative Regulations

POLICY GUIDE SHEET

November 2015

BP/AR 0420 - School Plans/Site Councils

(BP/AR revised)

Policy and regulation updated to reflect requirements to align the district's local control and accountability plan with the strategies in each school's single plan for student achievement (SPSA) and the repeal of certain categorical programs that had been included in the state's consolidated application. Policy clarifies the continuing need for schools participating in specified state or federal categorical programs to develop the SPSA.

BP/AR 1312.3 - Uniform Complaint Procedures

(BP/AR revised)

Policy and regulation updated to reflect California Department of Education (CDE) compliance requirements for 2015-16 school year. Regulation also clarifies timeline for filing complaints regarding student fees and reflects **NEW OFFICE FOR CIVIL RIGHTS GUIDANCE** recommending that districts use web sites and social media to post nondiscrimination notices, policies, and procedures and contact information for compliance officer(s).

BP/AR/E 4040 - Employee Use of Technology

(BP revised; AR deleted; E added)

Policy updated to delete outdated section on use of cell phone or mobile communications device, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR re: accessing/posting harmful matter and employees' responsibility to report security problems or misuse of district technology. Regulation deleted and replaced by new Exhibit presenting a sample Acceptable Use Agreement.

BP 4131 - Staff Development

(BP revised)

Policy updated to reflect **NEW LAW** (SB 1060, 2014) which requires any district that offers a program of professional growth for certificated employees to evaluate professional learning opportunities offered by the district based on specified criteria.

AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave

(AR revised)

Regulation updated to reflect **NEW TITLE 2 REGULATIONS** (Register 2015, No. 17) which retitle, renumber, and amend certain provisions implementing the California Family Rights Act, including the definition of "serious health condition," medical certification of the need for the leave, and refusal to reinstate an employee if the leave was fraudulently obtained by the employee. Renumbered Title 2 regulations related to pregnancy disability leave and other legal cites updated throughout the AR. Regulation also reflects **NEW LAW** (SB 1306, 2014) which revises the definition of marriage and thus affects the definition of "spouse."

BP 4231 - Staff Development

(BP revised)

Policy updated to reflect **NEW LAW** (SB 1060, 2014) which requires any district that offers a program of professional growth for classified employees involved in the direct instruction of students to evaluate professional learning based on specified criteria.

BP/AR/E 6163.4 - Student Use of Technology

(BP revised; AR deleted; E added)

Policy updated to clarify circumstances under which districts may lawfully search students' personally owned devices, delete outdated prohibition against use of district technology to access social networking sites, and include material formerly in AR re: appropriate student conduct when using the Internet or other electronic communications. Regulation deleted and replaced by new Exhibit presenting a sample Acceptable Use Agreement.

BB 9100 - Organization

(BB revised)

Bylaw updated to clarify the time periods during which the annual organizational meeting must be held pursuant to law and to expand items to be addressed during the meeting to include a review of resources on board governance and leadership roles and responsibilities.

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 CODE

52-53 *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 5

3930-3937 *Compliance plans*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312-6319 *Title I programs; plans*

6421-6472 *Programs for neglected, delinquent, and at-risk children and youth*

6601-6651 *Teacher and Principal Training and Recruitment program*

6801-7014 *Limited English proficient and immigrant students*

7101-7165 *Safe and Drug-Free Schools and Communities*

7341-7355c *Rural Education Initiative*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

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

WestEd: <http://www.wested.org>

SCHOOL PLANS/SITE COUNCILS

School Site Councils

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

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

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

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

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

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

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

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

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

SCHOOL PLANS/SITE COUNCILS (continued)

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

(cf. 1431 - Waivers)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6184 - Continuation Education)

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

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6190 - Evaluation of the Instructional Program)

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

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)

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

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

SCHOOL PLANS/SITE COUNCILS (continued)

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

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

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

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

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

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

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

UNIFORM COMPLAINT PROCEDURES

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

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

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

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 3260 - Fees and Charges)

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

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

(cf. 0460 - Local Control and Accountability Plan)

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

6. Any other complaint as specified in a district policy

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

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

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

(cf. 5125 - Student Records)

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 3580 - District Records)

Non-UCP Complaints

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

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

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

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

PENAL CODE

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

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 20

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

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

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

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

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

Dear Colleague Letter: Title IX Coordinators, April 2015

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

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

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

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

WEB SITES

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

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

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

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

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

UNIFORM COMPLAINT PROCEDURES

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

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 4031 - Complaints Concerning Discrimination in Employment)*

Compliance Officers

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

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

Superintendent
(title or position)
370 N. Evans Road, Tipton CA., 93272
(address)
559-752-4213
(telephone number)
mguerrero@tipton.k12.ca.us
(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

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 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

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the Public)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

EMPLOYEE USE OF TECHNOLOGY (continued)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

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

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

Legal Reference: (see next page)

EMPLOYEE USE OF TECHNOLOGY (continued)

Legal Reference:

EDUCATION CODE

52295.10-52295.55 *Implementation of Enhancing Education Through Technology grant program*

GOVERNMENT CODE

3543.1 *Rights of employee organizations*

PENAL CODE

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

VEHICLE CODE

23123 *Wireless telephones in vehicles*

23123.5 *Mobile communication devices; text messaging while driving*

23125 *Wireless telephones in school buses*

UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*

6777 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

Management Resources:

WEB SITES

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

American Library Association: <http://www.ala.org>

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

Federal Communications Commission: <http://www.fcc.gov>

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

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://csmp.ucop.edu>

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

All Personnel

AR 4161.8(a)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

The district shall not deny any eligible employee his/her right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) or restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in *loco parentis*, as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means a woman who, in the opinion of her health care provider, is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of her job or to perform any of them without undue risk to herself, her pregnancy's successful completion, or to other persons
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

FAMILY CARE AND MEDICAL LEAVE (continued)

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in *loco parentis* to the employee when the employee was a child. *Parent* does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

FAMILY CARE AND MEDICAL LEAVE (continued)

Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (baby bonding)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any female employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

AR 4161.8(d)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

In addition, for each pregnancy, any female employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of her child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2; 2 CCR 11088; 29 USC 2612)

Use/Substitution of Paid Leave

During the period of PDL or any FMLA or CFRA leave, the employee may elect to use his/her accrued vacation leave, accrued sick leave, or any other paid time off negotiated with the district that he/she is eligible to use. (Government Code 12945, 12945.2; 2 CCR 11044; 2 CCR 11092; 29 USC 2612)

The district and employee may also negotiate for the employee's use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

FAMILY CARE AND MEDICAL LEAVE (continued)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth or placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position if the employee is pregnant and provides medical certification from her health care provider of a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

AR 4161.8(f)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for the PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort,

FAMILY CARE AND MEDICAL LEAVE (continued)

arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision

- b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

For PDL, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

FAMILY CARE AND MEDICAL LEAVE (continued)

For PDL that is foreseeable and for which at least 30 days notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because she is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

AR4161.8(i)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

The district may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

FAMILY CARE AND MEDICAL LEAVE (continued)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status. (29 USC 2612; 29 CFR 825.126)

Covered active duty means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider

AR4161.8(k)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

FAMILY CARE AND MEDICAL LEAVE (continued)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Son or daughter of a covered servicemember means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in *loco parentis*. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in *loco parentis* to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, or as designated in writing by the covered servicemember. (29 USC 2611, 2612)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:

AR4161.8(m)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

- a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
- b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
- c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
- d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

FAMILY CARE AND MEDICAL LEAVE (continued)

1. **General Notice:** Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11050, 11091)

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

2. **Eligibility Notice:** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
3. **Rights and Responsibilities Notice:** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis

FAMILY CARE AND MEDICAL LEAVE (continued)

- e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
- f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- g. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

4. **Designation Notice:** When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

FAMILY CARE AND MEDICAL LEAVE (continued)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Legal Reference:

EDUCATION CODE

44965 *Granting of leaves of absence for pregnancy and childbirth*

FAMILY CODE

297-297.5 *Rights, protections, and benefits under law; registered domestic partners*

300 *Validity of marriage*

GOVERNMENT CODE

12926 *Fair employment and housing act, definitions*

12940 *Unlawful employment practices*

12945 *Pregnancy; childbirth or related medical condition; unlawful practice*

12945.1-12945.2 *California Family Rights Act*

12946 *Fair Employment and Housing Act: discrimination prohibited*

CODE OF REGULATIONS, TITLE 2

11035-11051 *Sex discrimination: pregnancy, childbirth and related medical conditions*

11087-11098 *California Family Rights Act*

UNITED STATES CODE, TITLE 1

7 *Definition of marriage*

UNITED STATES CODE, TITLE 29

2601-2654 *Family and Medical Leave Act of 1993, as amended*

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 *Family and Medical Leave Act of 1993*

COURT DECISIONS

United States v. Windsor, (2013) 699 F.3d 169

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

FEDERAL REGISTER

The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903-8947

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
December 2015

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>

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of

STUDENT USE OF TECHNOLOGY (continued)

privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

(cf. 5125 - Student Records)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

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

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

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

STUDENT USE OF TECHNOLOGY (continued)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference: (see next page)

STUDENT USE OF TECHNOLOGY (continued)

Legal Reference:

EDUCATION CODE

49073.6 *Student records; social media*

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

60044 *Prohibited instructional materials*

PENAL CODE

313 *Harmful matter*

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

653.2 *Electronic communication devices, threats to safety*

UNITED STATES CODE, TITLE 15

6501-6506 *Children's Online Privacy Protection Act*

UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*

6777 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's Online Privacy Protection Act*

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

CSBA PUBLICATIONS

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

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

ORGANIZATION

Annual Organizational Meeting

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

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

At this meeting the Board shall:

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

(cf. 9140 - Board Representatives)

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

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

(cf. 9320 - Meetings and Notices)

(cf. 9323 - Meeting Conduct)

ORGANIZATION (continued)

Election of Officers

The Board shall each year elect its entire slate of officers.

(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)*

5. ADMINISTRATIVE: Action items:

**5.1 Approval of the Division of the State Architect Application
for the Multi-Purpose Building**

November 10, 2015

1473

Mr. Miguel Guerrero
Tipton Elementary School District
P. O. Box 787
Tipton, CA 93272

RE: New Multi-Use for Tipton Elementary School
Tipton Elementary School District
DSA Plan Check Fee

Dear Miguel:

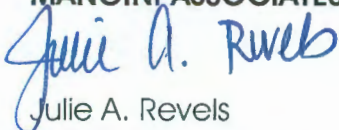
Enclosed is the DSA 1 application, the filing fee breakdown for DSA plan check fees, and two copies of the CGS Work Order for the above referenced project.

Please provide this office with a warrant in the amount of \$41,650.00 made payable to the Division of the State Architect for plan check fees, and a warrant in the amount of \$3,600.00 made payable to CGS. Please sign and return the attached forms with the warrants to this office as soon as possible.

If you have any questions, feel free to give me a call.

Sincerely,

MANGINI ASSOCIATES INC.



Julie A. Revels
Business Manager

Enclosure
1473/dsa/ltr.001.filefee



Plan/Field Review Fee Calculator

Project submitted to DSA

- before 2/1/2010
- between 2/1/2010 and 5/31/2013
- between 6/1/2013 and 11/30/2014
- on or after 12/1/2014

Project Type:

Estimated Amt:

Contracted Amt:

Change Order Amt:

- Access Compliance
- Fire & Life Safety
- Structural Safety

	Access Compliance	Fire & Life Safety	Structural Safety	Total Due
Filing Fee	\$8,550.00	\$9,600.00	\$23,500.00	\$41,650.00
Additional Fee	\$0.00	\$0.00	\$0.00	\$0.00
Further Fee	\$0.00	\$0.00	\$0.00	\$0.00

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APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

22. The following individual is in General Responsible Charge of the preparation of plans, specifications, and related documents, and observation of construction:

(Per Title 24, Part 1, Section 4-316, of the California Code of Regulations)

Chris McLain chris@maitpm.com C29566
 Print or type name of Architect or Engineer in General Responsible Charge E-mail Address CA Reg. No.

23. Firm Name: Mangini Associates Inc. (559) 627 - 0530
 Telephone No.

Address: 4320 W. Mineral King Avenue
Visalia, CA 93291

24. The following individual is authorized to act as Alternate to the Architect or Engineer named above:

Printed Name _____ Signature _____
 CA Reg. No. _____ Tel.# () - _____ E-mail Address _____

25. If portions of the preparation of the Plan and Specifications and observation of construction were delegated, show name of Registered Engineer, and related information below:

25a. Structural Engineer Name: Jack Brewer CA Reg. No. SE5792 Tel.# (559) 432 - 4151
 E-mail jbrewer@asdiengr.com

25b. Mechanical Engineer Name: Gilbert L. Nye CA Reg. No. M026224 Tel.# (559) 431 - 0101
 E-mail gnye@lncacme.com

25c. Electrical Engineer Name: Ted Rose CA Reg. No. E14920 Tel.# (559) 733 - 2671
 E-mail trose@rosesing.com

25d. Geotechnical Engineer Name: David See CA Reg. No. GE2225 Tel.# (559) 592 - 3555
 E-mail ctl@consolidatedtesting.com

26. This project involves delegation of responsibility other than reflected in line 25 above. See instructions

27. OTHER FACTORS- Check appropriate boxes

27a.	FLOOD HAZARD (check boxes that apply) For details, see <u>DSA-3</u> Section D and 3.03V and <u>DSA PR 14-01</u>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Project is located in a flood hazard area as defined by the adopted local jurisdiction flood hazard map.
		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Project is Alteration/Modernization, Rehabilitation or Reconstruction and value of project is more than 50% of the pre-improvement market value of the structure.
27b.	GEOHAZARD (check 1 box only)	<input type="checkbox"/>	I have verified that this project does not require submittal of a Geohazard Report, per <u>DSA IR A-4.13</u>
		<input checked="" type="checkbox"/>	Geohazard report is required and has been submitted to CGS, in accordance with IR A-4.13.
27c.	WAIVER OF DURABILITY	<input type="checkbox"/>	(For Relocatable Buildings Only) The school district requests waiver of durability requirements for substandard foundations per <u>IR 16-1.13</u> and acknowledges that a conditional approval is acceptable.
27d.	WIND LOADING	<input type="checkbox"/>	(For Over The Counter projects only) I have verified this project wind exposure is C or less, has a basic wind speed of not more than 110 mph / 115 mph and a Topographical Factor Kzt=1.0 (ASCE 7-10, Section 26.8)
27e.	FIRE HAZARD SEVERITY ZONE	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Is this project located in a Wildland-Urban Interface Fire Area per the Local Fire Authority, as described in CBC, Chapter 7A?

28. Statement of responsibility: Architect / Engineer in General Responsible Charge

I certify under penalty of perjury that all information presented on this form is true and correct and that I understand, and will fulfill, my responsibilities as the architect/engineer in general responsible charge of this project as defined in Title 24, Part 1, Section 4-341 of the California Code of Regulations.

Signature: _____
 (Architect Or Engineer In General Responsible Charge)
 For proper use of digital signature, see instructions for line 28

Date: 11/10/2015

Indicate which Regional Office the Form DSA-1 is being submitted to:

- DSA Oakland Region
 1515 Clay Street, Suite 1201
 Oakland, CA 94612
- DSA Sacramento Region
 1102 Q Street, Suite 5200
 Sacramento, CA 95811-6550
- DSA Los Angeles Region
 700 N. Alameda St, Suite 5-500
 Los Angeles, CA 90012
- DSA San Diego Region
 10920 Via Frontera Rd, Suite 300
 San Diego, CA 92127



CALIFORNIA GEOLOGICAL SURVEY
DEPARTMENT OF CONSERVATION

APPLICATION
FOR ASSESSMENT OF GEOLOGIC HAZARD REPORTS

CGS Form 1A (08/11)

For CGS use only

CGS project number _____

Date received _____

In order for CGS to review geologic hazard reports for a proposed school project, as described on Division of the State Architect (DSA) Interpretation of Regulations IR-4 (see <http://www.dgs.ca.gov/dsa/Resources/IRManual.aspx>), the following material must be submitted to CGS:

- this form, which will help CGS and the DSA coordinate reviews;
- TWO SIGNED COPIES of the Work Order (attached below), signed by an authorized representative of the District;
- a check for \$3600 to cover the time and materials needed for CGS review;
- Geologic Hazard Reports to be reviewed - ONE copy of each report.

Submit Reports to:

California Geological Survey
School Review Unit
801 K Street, MS 12-32
Sacramento, CA 95814-3531

Name of School: Tipton Elementary School	
School District or State Agency: Tipton Elementary School District	
Mailing Address: PO Box 787, Tipton, CA 93272	
District Superintendent: Miguel A. Guerrero	
Telephone Number: 559-752-4213	E-mail Address: mguerrero@tipton.k12.ca.us
District Director of Facilities: Fausto Martin	
Telephone Number: 559-804-7299	E-mail Address: fmartin@tipton.k12.ca.us

Scope of Work:		
New multi-purpose/gym building w/ parking lot, outdoor stage/amphitheater, play courts, & other related site development		
Applicable Building Code (year): 2013	Community College Project per: <input type="checkbox"/> DSA-SS, or <input type="checkbox"/> DSA-SS/CC amendments	
This project includes a site-specific ground motion analysis in accordance with: <input checked="" type="checkbox"/> none <input type="checkbox"/> ASCE 7 <input type="checkbox"/> ASCE 41		
Project location (Street Address): 370 N. Evans Road		
City and Zip Code: Tipton 93272	County: Tulare	APN:
Project Funding Status (Category 1, 2, 3, or 4; per Form DSA-10)		Funding Deadline (if Cat. 4):
Project Tracking Number (PTN): 72215-7		DSA Application Number (if assigned):

APPLICATION FOR ASSESSMENT OF GEOLOGIC HAZARDS REPORTS (p. 2 of 2)

Plans, specifications, and related work were prepared by, and observation of construction will be performed by: (per Title 24, Part 1, Section 4-316, of the California Code of Regulations)	
Architect or Engineer in General Responsible Charge:	
Printed Name: Chris D. McLain	
Firm Name: Mangini Associates Inc.	
Address: 4320 W. Mineral King Ave, Visalia, CA 93291	
Telephone Number: 559-627-0530	Fax Number: 559-627-1926
California Registration Number: C-29566	E-mail Address: chris@maitpm.com
The following individual is authorized to act as Alternate to the Architect or Engineer named above:	
Printed Name:	
Firm Name:	
Address:	
Telephone Number:	Fax Number:
California Registration Number:	E-mail Address:

Geologic hazards reports must be prepared by a Certified Engineering Geologist and a Geotechnical Engineer: (per Title 24, Part 2, Section 1803A, of the California Code of Regulations)	
Engineering Geologist Name: James Robinson	Geotechnical Engineer Name: David S. See
Firm Name: Enviro Assessment, PC	Firm Name: CTL-See's Inc.
Address: PO Box 1154, Bonners Ferry, ID 83805	Address: 710 S. Kaweah Ave., Exeter, CA 93221
Telephone Number: 877-629-6838	Telephone Number: 559-592-3555
Fax Number: 877-623-5493	Fax Number: 559-592-3553
E-mail Address:	E-mail Address: ctl@consolidatedtesting.com
California Registration Number: 2441	California Registration Number: 2225

For Information regarding review of Geologic Hazard Reports for school projects:	
Technical (geology) questions:	Submittal and tracking of reports:
Jennifer Thornburg, PG, CEG, CHG	Margaret Hyland
California Geological Survey	California Geological Survey
801 K Street, MS 12-32, Sacramento, CA 95814-3531	801 K Street, MS 12-32, Sacramento, CA 95814-3531
916.445.5488	916.324.7324
Jennifer.Thornburg@conservation.ca.gov	Margaret.Hyland@conservation.ca.gov



CALIFORNIA GEOLOGICAL SURVEY
DEPARTMENT OF CONSERVATION

WORK ORDER
FOR ASSESSMENT OF GEOLOGIC HAZARD REPORTS

CGS Form 1B (01/11)

The parties to this Work Order are the State of California, Department of Conservation, California Geological Survey (CGS) and Tipton Elementary School District (District).
The Parties agree to the following terms and conditions:

1. CGS agrees to conduct an independent assessment of District-provided geologic hazard report(s) associated with the District's proposed school construction project to determine whether the reports are technically adequate.
2. The State of California, Department of General Services, Division of the State Architect (DSA) will rely upon the CGS technical assessment in reviewing plans for construction of the District's proposed construction project and permitting the project. Information regarding CGS assessment of district geologic hazard reports and the DSA's instructions to K-12 and community college districts regarding the CGS assessment can be found in DGS/DSA IR A-4 at <http://www.dgs.ca.gov/dsa/Resources/IRManual.aspx>
3. The District shall list the specific reports to be reviewed by CGS in the Application (above). The District shall provide copies of the reports to CGS when submitting the signed Work Order and payment, as described below.
4. The District shall provide any additional information determined by CGS to be needed to complete its assessment.
5. The term of this Work Order shall begin upon full execution of the Work Order by both parties and shall end in 365 days or 12 months, whichever occurs first. "Full execution" as used herein means approval by authorized representatives of both Parties and payment to CGS of three thousand, six hundred dollars (\$3600) in consideration of the promise by CGS to perform the technical assessment. Payment in full shall accompany two copies of this Work Order, each containing an original signature of a District representative authorized to sign the Work Order. CGS will return a copy of the Work Order containing an original signature of its authorized representative upon execution of the Work Order.
6. Failure of the District to submit the necessary documents or the \$3,600 payment will result in termination of this Work Order.
7. No amendment or variation of the terms of this Work Order shall be valid unless made in writing and signed by both Parties. No oral understanding not incorporated into this Work Order is binding on either Party.
8. Either Party, in writing, may terminate this Work Order at any time with 30 days written notice; however, should the District terminate this Work Order after work has been commenced by CGS, CGS will retain the \$3,600 payment for any work completed by CGS prior to the notice of termination.

9. Contact information for each party:

<u>California Geological Survey</u>	<u>District</u>
Name: Jennifer Thornburg, PG, CEG, HG	Name: Miguel A. Guerrero
Mailing Address: California Geological Survey 801 K Street, MS 12-32 Sacramento, CA 95814	Mailing Address: Tipton Elementary School PO Box 787 Tipton, CA 93272
Phone Number: 916-324-7324	Phone Number: 559-752-4213

10. The Parties agree that the agents and employees of the Parties are independent of the other and shall not act as officers or employees or agents of the other Party to this Work Order.

11. In addition to the terms contained above, Parties agree to the terms at [http://www.conservation.ca.gov/cgs/rghm/reviews/Documents/Additional Terms Conditions.pdf](http://www.conservation.ca.gov/cgs/rghm/reviews/Documents/Additional_Terms_Conditions.pdf) which are hereby incorporated by reference into this Work Order.

DISTRICT

(Signature)

(Date)

Name: Miguel A. Guerrero
Title: Superintendent

CALIFORNIA GEOLOGICAL SURVEY

(Signature)

(Date)

Name: John G. Parrish, Ph.D.
Title: State Geologist

5. ADMINISTRATIVE: Action items:

5.2 Tulare County Interdistrict Attendance Agreement

INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT is entered into by and between the Tulare County school districts listed on Exhibit A, which is attached hereto and incorporated herein by this reference.

In order to comply with the provisions of Education Code § 46600, the parties hereby agree that the following terms and conditions shall apply to all interdistrict attendance transfers between them that are granted pursuant to that section.

1. Term of Agreement (Maximum of 5 years)

This Agreement shall take effect on July 1, 2015, and shall expire on June 30, 2020. It may not be revised, modified or amended without the written consent of all parties.

2. Initial Requests

The initial decision to grant or deny an interdistrict transfer request shall be made in accordance with the board policy of each respective district. However, a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in Education Code section 48900(r), committed by a pupil of the district of residence shall, at the request of the person having legal custody of the pupil, be given priority for interdistrict attendance.

3. Reapplication

Transfer students must reapply and be approved for an interdistrict transfer each year in order to continue to attend in the district of enrollment.

4. Revocation and Rescission

Either the district of enrollment or the district of residence may revoke or rescind a transfer permit in accordance with its board policy. However, neither district may rescind the interdistrict transfer of a student who is entering grade 11 or 12 in the subsequent school year.

5. Addition or Withdrawal of Parties

School districts may be added to this Agreement at any time during its term. In order to be added, a district shall sign the Agreement, add its name to Exhibit A, and notify all other parties. If a district wishes to withdraw from the Agreement, it must notify all parties of its withdrawal and effective date.

6. Authorized Signature: This Agreement may be executed in counterparts.

The Tipton Elementary School District agrees to be bound by the terms and conditions of this Agreement, as witnessed by the duly authorized signature below.

Date December 8, 2015

Signature

Superintendent

Title

5. ADMINISTRATIVE: Action items:

5.3 Board Resolution #2015-16-11, For State Building Funds
Application

TIPTON ELEMENTARY SCHOOL DISTRICT
RESOLUTION NO. 2015-2016-11
STATE BUILDING FUNDS APPLICATION

Whereas, the TIPTON ELEMENTARY SCHOOL DISTRICT has eligibility for new construction and/or modernization projects and desires to apply for state funding under the Leroy F. Greene School Facilities Act of 1998 (Chap. 12.5, Part 10, Div. 1, commencing with Section 17070.10, et seq., of the Education Code) for the following projects

1. Tipton Elementary SFP project #57/72215-00-002

; And

Whereas, the Board of Trustees of the Tipton Elementary School District has decided to apply to the State School Building Program for State funds; and

Whereas, the Board of Education (“School Board”) has determined that school facilities within the Tipton Elementary School District (the “District”), within Tulare County need to be constructed or modernized; and

Whereas, the Board of Trustees has reviewed the application for submittal to the Office of Public School Construction;

Now, therefore be it hereby resolved by the Board of Trustees of the Tipton Elementary School District, as follows:

Whereas, the State Allocation Board (SAB) has established an “Applications Received Beyond Bond Authority List” for projects that have been received.

Pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Tipton Elementary School District hereby acknowledges the following:

1. That the statements set forth in the application and supporting documents are true and correct to the best of our knowledge and belief;
2. That Miguel A. Guerrero, Superintendent, is hereby designated as District Representative of the District and is hereby authorized and directed to file, on behalf of the District, such applications with the State Allocation Board;
3. That the District agrees to pay its match of the total costs of the project, unless the District qualifies for financial hardship funding, of which the District may only have to pay a portion or none of its share;
4. That the District certifies that the exact plans and specifications (P & S) for the project will be approved by DSA and CDE prior to requesting final apportionment.
5. The school board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this application;

6. The school board acknowledges that the State of California is not expected nor obligated to provide funding for the project and the acceptance of the application does not provide a guarantee of future State funding;
7. The school board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted;
8. The school board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district's approved application may be returned;
9. The school board acknowledges that they are electing to commence any pre-construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities;
10. The school board acknowledges that, if bond authority becomes available for the Board to provide funding for the submitted application, the School District must apply for financial hardship status, when applicable.

Enacted this 8th day of December, 2015
by the Tipton Elementary School District Board of Trustees.

Ayes:
Noes:
Absent:

President of the Board of Trustees of
the Tipton Elementary School District
of Tulare County, California

6. FINANCE: Action items:

6.1 Vendor Payments (*Updated document will be available during the vendor payment presentation*)

APY Input List

11/12/2015-11/24/2015

Fiscal Year 2016

Items of Status: Finalized
Entered by: anthonyh

<u>Vendor</u>	<u>RefNo</u>	<u>InvoiceDate</u>	<u>InvoiceNo</u>	<u>AccountCode</u>	<u>Amount</u>	
013036	AMERICAN FIDELITY	PV-160530	11/12/2015	OCT MCP 23075	010-00000-0-00000-00000-95024-0	\$364.92
14188	Anthony Hernandez	160590	11/17/2015	MILEAGE REIMB.	010-00000-0-00000-72000-52000-0	\$48.30
12788	ARAMARK UNIFORM SERVICES INC	160548	11/05/2015	503-0814694	010-00000-0-00000-81000-55000-0	\$202.97
12788	ARAMARK UNIFORM SERVICES INC	160549	11/12/2015	503-0821209	010-00000-0-00000-81000-55000-0	\$204.71
12788	ARAMARK UNIFORM SERVICES INC	160550	11/19/2015	503-0827413	010-00000-0-00000-81000-55000-0	\$202.97
012788	ARAMARK UNIFORM SERVICES INC	PV-160496	10/29/2015	503-0808455	010-00000-0-00000-81000-55000-0	\$204.13
14101	B&B PEST CONTROL SERVICE	160552	10/29/2015	11-TIP-01	010-00000-0-00000-81000-55000-0	\$170.00
012548	CALIFORNIA TURF EQUIP. & SUPP.	PV-160499	10/31/2015	274985	010-81500-0-00000-81000-58000-0	\$86.12
13568	CLINE'S BUSINESS EQUIP., INC.	160556	11/19/2015	122322	010-00000-0-11100-10000-43000-0	\$70.20
12602	COLSON AUTO PARTS	160554	11/12/2015	792488	010-00000-0-00000-81000-43000-0	\$14.03
12602	COLSON AUTO PARTS	160555	11/13/2015	792609	010-00000-0-00000-81000-43000-0	\$5.59
012602	COLSON AUTO PARTS	PV-160497	11/02/2015	791124	010-00000-0-00000-81000-43000-0	\$17.26
012602	COLSON AUTO PARTS	PV-160498	11/03/2015	791329	010-00000-0-00000-81000-43000-0	\$5.71
013219	DEPARTMENT OF JUSTICE	PV-160532	11/04/2015	130093	010-00000-0-11100-10000-58000-0	\$32.00
014167	DOCUMENT TRACKING SERVICES	PV-160500	10/29/2015	9327202	010-07200-0-11100-10000-58000-0	\$545.00
014177	DUBUQUE BANK & TRUST		10/27/2015	7287401335	010-00000-0-00000-72000-58000-0	\$1,400.00
014177	DUBUQUE BANK & TRUST	PV-160531	10/27/2015	7287401335	010-99900-0-00000-91000-74380-0	\$5,846.36
014177	DUBUQUE BANK & TRUST		10/27/2015	7287401335	010-99900-0-00000-91000-74390-0	\$22,153.64
013831	F & M BANK - 6TH GRADE BRACELTS		11/02/2015	4330811040007869	010-00000-0-11100-10000-43000-0	\$64.91
013831	F & M BANK - ASES SPORTS SUPPLIES	PV-160535	11/02/2015	4330811040007869	010-60100-0-11100-10000-43000-0	\$484.05
013831	F & M BANK - FINANCE CHARGE	PV-160544	11/02/2015	4330811040007893	010-00000-0-00000-72000-58000-0	\$3.23
013831	F & M BANK - LCAP PD SUPPLIES		11/02/2015	4330811040007869	010-07200-0-11100-10000-43000-0	\$341.28
013831	F & M BANK - Loves Gas	PV-160533	10/02/2015	4330811040007893	010-00000-0-00000-81000-55000-0	\$242.32
013831	F & M BANK - SCIENCE SUPPLIES		11/27/2015	4330811040007877	010-00000-0-11100-10000-43000-0	\$32.85
013831	F & M BANK -ACSA CONFERENCE	PV-160534	11/27/2015	4330811040007877	010-00000-0-00000-72000-52000-0	\$1,067.53
013831	F & M BANK-ASES SUPPLIES		11/27/2015	4330811040007877	010-60100-0-11100-10000-43000-0	\$165.42
013831	F & M BANK-Harbor Freight		10/02/2015	4330811040007893	010-07230-0-00000-36000-43000-0	\$29.70
013831	F & M BANK-SANCHEZ TONER		11/27/2015	4330811040007877	010-00000-0-11100-10000-43000-0	\$48.59
011961	GIOTTOS ALARM TECH	PV-160501	09/17/2015	10613	010-00000-0-00000-81000-58000-0	\$1.79
013943	GUERRERO, MIGUEL	PV-160547	11/12/2015	Mileage Reimb.	010-00000-0-00000-71000-52000-0	\$47.15
013471	INDEPENDENT SALES	PV-160502	11/04/2015	10545	010-07230-0-00000-36000-43000-0	\$157.35
3013	JORGENSEN & COMPANY	160559	11/06/2015	5554744	010-00000-0-00000-81000-56000-0	\$183.85
12591	KAREN KEEN	160596	11/24/2015	H&W REIMB.	010-00000-0-11100-10000-58000-0	\$150.00
13961	LOWE'S	160560	11/10/2015	11746	010-00000-0-00000-81000-43000-0	\$39.15
13961	LOWE'S	160561	11/05/2015	08056	010-00000-0-00000-81000-43000-0	\$108.73
013961	LOWE'S	PV-160503	10/21/2015	2356	010-00000-0-00000-81000-43000-0	\$52.42
013961	LOWE'S	PV-160504	10/30/2015	2512	010-00000-0-00000-81000-43000-0	\$65.82

14092	MEDICAL BILLING TECH, INC.	160593	11/11/2015	AR-17501	010-56400-0-11100-10000-58000-0	\$250.00
014092	MEDICAL BILLING TECH, INC.	PV-160537	10/26/2015	AR-17425	010-56400-0-11100-10000-58000-0	\$120.43
014158	MEZA, RALPH	PV-160507	10/15/2015	2nd Part TESD-001	010-07230-0-00000-36000-58000-0	\$850.00
014158	MEZA, RALPH	PV-160508	10/15/2015	TESD-001	010-07230-0-00000-36000-58000-0	\$1,250.00
013063	MICHELLE NUCKOLS	PV-160538	10/26/2015	LOTTERY REIMB.	010-11000-0-11100-10000-43000-0	\$66.86
13882	MOBILE MODULAR MGT. CORP.	160592	11/06/2015	862796,862872,862957	010-00000-0-00000-81000-56000-0	\$1,360.00
12836	OFFICE DEPOT, INC.	160587	11/24/2015	VAR-INVOICES	010-07200-0-11100-10000-43000-0	\$396.37
012836	OFFICE DEPOT, INC.	PV-160529	11/12/2015	MULT-INV	010-07200-0-11100-10000-43000-0	\$379.94
013958	PERSONNEL CONCEPTS	PV-160512	10/23/2015	25P422549	010-00000-0-00000-72000-58000-0	\$20.52
14179	PITNEY BOWES	160591	11/24/2015	8000-9090-0896-7114	010-00000-0-00000-72000-59000-0	\$100.00
12434	SCHOLASTIC INC	160582	11/03/2015	M5752837	010-07200-0-11100-10000-43000-0	\$98.02
014111	SISC	PV-160514	11/01/2015	NOV 2015	010-00000-0-00000-00000-95024-0	\$60,434.04
014111	SISC	PV-160515	11/01/2015	NOV 2015	010-00000-0-00000-00000-95028-0	\$4,398.20
014111	SISC	PV-160516	11/01/2015	NOV 2015	010-00000-0-00000-71000-34020-0	\$6,567.40
5383	SOUTHERN CALIF EDISON CO	160570	11/21/2015	2-01-784-2667 NOV	010-00000-0-00000-81000-55000-0	\$380.85
5383	SOUTHERN CALIF EDISON CO	160571	11/21/2015	2-01-784-2188 NOV	010-00000-0-00000-81000-55000-0	\$95.35
5383	SOUTHERN CALIF EDISON CO	160572	11/21/2015	2-13-851-6737	010-00000-0-00000-81000-55000-0	\$780.49
5383	SOUTHERN CALIF EDISON CO	160573	11/21/2015	2-01-784-2543	010-00000-0-00000-81000-55000-0	\$320.85
5383	SOUTHERN CALIF EDISON CO	160574	11/21/2015	2-01-784-2345	010-00000-0-00000-81000-55000-0	\$2,745.19
13902	SOUTHWEST SCH. & OFFICE SUPPLY	160575	10/27/2015	PINV0080119	010-11000-0-11100-10000-43000-0	\$36.94
013902	SOUTHWEST SCH. & OFFICE SUPPLY	PV-160513	10/28/2015	PINV0080743	010-11000-0-11100-10000-43000-0	\$68.13
014197	Stanton Office Machine Company	PV-160545	11/06/2015	242363	010-00000-0-00000-72000-58000-0	\$114.92
014197	Stanton Office Machine Company	PV-160546	11/06/2015	242368	010-00000-0-00000-72000-58000-0	\$61.28
14197	Stanton Office Machine Company	160569	11/11/2015	86332A	010-00000-0-11100-10000-43000-0	\$13.30
013778	STRATHMORE ELEMENTARY	PV-160542	10/10/2015	201516-3	010-07200-0-00000-31200-58000-0	\$9,280.64
13130	SYSCO FOOD SERVICES	160578	11/03/2015	511030147	010-60100-0-00000-37000-47000-0	\$575.09
013130	SYSCO FOOD SERVICES	PV-160517	10/27/2015	510270152	010-60100-0-00000-37000-47000-0	\$97.88
13421	TAMARA LAMPE	160594	11/24/2015	MILEAGE REIMB	010-07200-0-11100-10000-52000-0	\$259.95
014213	TCOE-SPECIAL EVENTS	PV-160526	11/12/2015	2016 SPELLING BEE	010-00000-0-11100-10000-52000-0	\$10.00
5388	THE GAS COMPANY	160583	11/18/2015	10/15/15-11/16/15	010-00000-0-00000-81000-55000-0	\$494.55
012264	TIPTON AUTO PARTS	PV-160519	09/29/2015	7444	010-81500-0-00000-81100-43000-0	\$5.39
012264	TIPTON AUTO PARTS	PV-160520	10/06/2015	7718	010-81500-0-00000-81100-43000-0	\$7.55
012264	TIPTON AUTO PARTS	PV-160521	10/16/2015	8098	010-81500-0-00000-81100-43000-0	\$35.05
012264	TIPTON AUTO PARTS	PV-160522	10/22/2015	8312	010-81500-0-00000-81100-43000-0	\$4.30
005760	TIPTON COMMUNITY SERVICES DIST	PV-160525	10/31/2015	10/1-10/31	010-00000-0-00000-81000-55000-0	\$561.97
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160543	10/13/2015	160698	010-07200-0-11100-10000-52000-0	\$150.00
012324	TULE TRASH COMPANY	PV-160523	11/12/2015	11/1-11/30	010-00000-0-00000-81000-55000-0	\$985.90
13496	VALLEY PACIFIC PET. SERV., INC	160586	11/06/2015	INV-403620	010-07230-0-00000-36000-43000-0	\$740.12
013333	VERIZON WIRELESS	PV-160527	10/19/2015	9754225840	010-00000-0-00000-81000-59000-0	\$656.16

GENERAL FUND TOTAL EXPENDITURES FOR APY NOVEMBER 2015

\$129,633.68

13412	AUTO-CHLOR SYS.OF FRESNO, INC.	160551	11/13/2015	273149	130-53100-0-00000-37000-43000-0	\$86.52	
14101	B&B PEST CONTROL SERVICE	160553	10/29/2015	11-TIP-01	130-53100-0-00000-81000-55000-0	\$40.00	
014173	FLOWERS BAKING COMPANY	PV-160539	10/13/2015	96461944	130-53100-0-00000-37000-47000-0	\$96.70	
014173	FLOWERS BAKING COMPANY	PV-160540	10/19/2015	96462250	130-53100-0-00000-37000-47000-0	\$156.56	
014173	FLOWERS BAKING COMPANY	PV-160541	10/27/2015	96462647	130-53100-0-00000-37000-47000-0	\$39.60	
012907	FOCUS PACKAGING	PV-160509	10/28/2015	202026	130-53100-0-00000-37000-43000-0	\$1,081.89	
12921	GOLD STAR FOODS INC.	160557	11/12/2015	1509138	130-53100-0-00000-37000-47000-0	\$2,050.50	
12921	GOLD STAR FOODS INC.	160558	11/05/2015	15104774	130-53100-0-00000-37000-47000-0	\$3,452.95	
14159	HEARTLAND SCHOOL SOLUTIONS	160597	09/01/2015	REC00000005283	130-53100-0-00000-37000-58000-0	\$410.00	
13191	PRODUCERS	160562	11/02/2015	50002538	130-53100-0-00000-37000-47000-0	\$374.78	
13191	PRODUCERS	160563	11/05/2015	50025540	130-53100-0-00000-37000-47000-0	\$274.66	
13191	PRODUCERS	160564	11/09/2015	50071840	130-53100-0-00000-37000-47000-0	\$131.75	
13191	PRODUCERS	160565	11/10/2015	50056341	130-53100-0-00000-37000-47000-0	\$439.52	
13191	PRODUCERS	160566	11/12/2015	50079541	130-53100-0-00000-37000-47000-0	\$144.85	
13191	PRODUCERS	160567	11/16/2015	50102638	130-53100-0-00000-37000-47000-0	\$432.74	
13191	PRODUCERS	160568	11/19/2015	50125738	130-53100-0-00000-37000-47000-0	\$375.29	
013191	PRODUCERS	PV-160510	10/26/2015	49964247	130-53100-0-00000-37000-47000-0	\$479.32	
013191	PRODUCERS	PV-160511	10/29/2015	49987242	130-53100-0-00000-37000-47000-0	\$482.23	
13130	SYSCO FOOD SERVICES	160579	11/03/2015	511030149	130-53100-0-00000-37000-47000-0	\$3,527.60	
13130	SYSCO FOOD SERVICES	160580	11/10/2015	511100202	130-53100-0-00000-37000-47000-0	\$1,573.86	
13130	SYSCO FOOD SERVICES	160581	11/17/2015	511170164	130-53100-0-00000-37000-47000-0	\$1,531.03	
013130	SYSCO FOOD SERVICES	PV-160518	10/27/2015	510270151	130-53100-0-00000-37000-47000-0	\$2,911.50	
13130	SYSCO FOOD SERVICES	160576	11/03/2015	511030148	130-90100-0-00000-37000-47000-0	\$184.07	
13130	SYSCO FOOD SERVICES	160577	11/17/2015	511170163	130-90100-0-00000-37000-47000-0	\$49.78	
012324	TULE TRASH COMPANY	PV-160524	11/12/2015	11/1-11/30	130-53100-0-00000-81000-55000-0	\$702.12	
12650	VALLEY FOOD SERVICE	160584	11/09/2015	314732	130-53100-0-00000-37000-47000-0	\$1,425.99	
12650	VALLEY FOOD SERVICE	160585	11/16/2015	314999	130-53100-0-00000-37000-47000-0	\$1,232.27	
012650	VALLEY FOOD SERVICE	PV-160528	10/26/2015	314097	130-53100-0-00000-37000-47000-0	\$575.47	
CAFETERIA FUND TOTAL EXPENDITURES FOR APY NOVEMBER 2015							\$24,263.55
14214	CALIFORNIA GEOLOGICAL SURVEY	160589	11/24/2015	GEO SURVEY	210-99900-0-00000-85000-62000-0	\$3,600.00	
13483	DIVISION OF THE STATE ARCHITECT	160588	11/24/2015	Plan Check Fees	210-99900-0-00000-85000-62000-0	\$41,650.00	
12971	LANE ENGINEERS INC.	160595	11/01/2015	39708	210-99900-0-00000-85000-62000-0	\$46.75	
013607	MANGINI ASSOCIATES, INC.	PV-160536	10/31/2015	7581	210-99900-0-00000-85000-62000-0	\$29,162.65	
BUILDING FUND TOTAL EXPENDITURES FOR NOVEMBER 2015							\$74,459.40

Total Entered on 11/24/2015 2:13:00PM:

\$228,356.63

Total Entered by UserId: anthonyh

\$228,356.63

Report Total for Payment Status:

\$228,356.63

Report Total:

\$228,356.63

6. FINANCE: Action items:

6.2 Budget Revisions (*Document will be available during the budget revision presentation*)

Budget Revision Report

Control Number: 112444560

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 0100	General Fund			
Revenues				
	010-00000-0-00000-00000-85500-0	\$15,517.00	\$314,467.00	\$329,984.00
	010-11000-0-00000-00000-85600-0	\$69,888.00	\$12,712.00	\$82,600.00
Other State Revenues		\$85,405.00	\$327,179.00	\$412,584.00
	010-90336-0-00000-00000-86990-0	\$63,882.00	\$3,237.60	\$67,119.60
	010-99900-0-00000-00000-86990-0	\$0.00	\$40,286.00	\$40,286.00
Other Local Revenues		\$63,882.00	\$43,523.60	\$107,405.60
Total Revenues		\$149,287.00	\$370,702.60	\$519,989.60
Expenditures				
	010-00000-0-00000-27000-13000-0	\$109,010.00	\$26,688.27	\$135,698.27
	010-00000-0-00000-71000-13000-0	\$72,860.00	(\$36,098.98)	\$36,761.02
	010-00000-0-00000-72000-13000-0	\$52,950.00	\$3,884.45	\$56,834.45
	010-00000-0-11100-10000-11000-0	\$1,598,570.00	\$153,135.00	\$1,751,705.00
	010-00000-0-11100-10000-11001-0	\$0.00	(\$535,000.00)	(\$535,000.00)
	010-00000-0-11100-10000-11002-0	\$15,000.00	\$20,000.00	\$35,000.00
	010-07200-0-11100-10000-11000-0	\$121,916.00	\$156,582.00	\$278,498.00
	010-07200-0-11100-24900-19000-0	\$63,930.00	(\$7,863.41)	\$56,066.59
	010-14000-0-11100-10000-11000-0	\$495,848.00	\$39,152.00	\$535,000.00
Certificated Salaries		\$2,530,084.00	(\$179,520.67)	\$2,350,563.33
	010-00000-0-00000-27000-24000-0	\$110,705.00	(\$40,705.00)	\$70,000.00
	010-00000-0-00000-72000-23000-0	\$67,600.00	\$4,042.00	\$71,642.00
	010-00000-0-00000-81000-22000-0	\$116,830.00	\$42,758.00	\$159,588.00
	010-00000-0-11100-24900-22000-0	\$0.00	\$27,662.54	\$27,662.54
	010-07200-0-11100-10000-21000-0	\$154,877.00	\$6,400.03	\$161,277.03
	010-07200-0-11100-24203-22000-0	\$28,510.00	(\$28,510.00)	\$0.00

Budget Revision Report

BGR030
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11/24/2015
 12:22:49PM

Control Number: 112444560

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-07200-0-11100-24900-22000-0	\$59,071.00	(\$27,446.25)	\$31,624.75
010-07200-0-11100-31400-22000-0	\$7,800.00	(\$5,300.00)	\$2,500.00
Classified Salaries	\$545,393.00	(\$21,098.68)	\$524,294.32
010-00000-0-11100-10000-31011-0	\$0.00	(\$213,070.66)	(\$213,070.66)
010-00000-0-11100-24900-32020-0	\$0.00	\$3,277.18	\$3,277.18
010-00000-0-11100-24900-33020-0	\$0.00	\$1,715.08	\$1,715.08
010-00000-0-11100-24900-33023-0	\$0.00	\$401.11	\$401.11
010-00000-0-11100-24900-34020-0	\$0.00	\$9,929.91	\$9,929.91
010-00000-0-11100-24900-35020-0	\$0.00	\$13.83	\$13.83
010-00000-0-11100-24900-36020-0	\$0.00	\$857.82	\$857.82
010-00000-0-11100-24900-37020-0	\$0.00	\$29.84	\$29.84
010-07200-0-11100-10000-31010-0	\$8,000.00	\$21,883.00	\$29,883.00
010-07200-0-11100-10000-32010-0	\$500.00	(\$500.00)	\$0.00
010-07200-0-11100-10000-32020-0	\$17,670.00	\$1,437.00	\$19,107.00
010-07200-0-11100-10000-33022-0	\$9,000.00	\$1,000.00	\$10,000.00
010-07200-0-11100-10000-33023-0	\$2,100.00	\$4,276.00	\$6,376.00
010-07200-0-11100-10000-34010-0	\$10,453.00	\$67,756.00	\$78,209.00
010-07200-0-11100-10000-34020-0	\$30,453.00	(\$6,915.00)	\$23,538.00
010-07200-0-11100-10000-36010-0	\$810.00	\$7,994.00	\$8,804.00
010-07200-0-11100-10000-36020-0	\$4,000.00	\$1,100.00	\$5,100.00
010-07200-0-11100-21400-31010-0	\$0.00	\$301.00	\$301.00
010-07200-0-11100-24203-32020-0	\$3,700.00	(\$3,700.00)	\$0.00
010-07200-0-11100-24203-33022-0	\$1,900.00	(\$1,900.00)	\$0.00
010-07200-0-11100-24203-33023-0	\$450.00	(\$450.00)	\$0.00
010-07200-0-11100-24203-34020-0	\$8,890.00	(\$8,890.00)	\$0.00
010-07200-0-11100-24203-35020-0	\$20.00	(\$20.00)	\$0.00
010-07200-0-11100-24203-36020-0	\$850.00	(\$850.00)	\$0.00
010-07200-0-11100-24203-37020-0	\$30.00	(\$30.00)	\$0.00
010-07200-0-11100-24203-37520-0	\$700.00	(\$700.00)	\$0.00
010-07200-0-11100-24900-32020-0	\$7,200.00	(\$3,400.00)	\$3,800.00
010-07200-0-11100-24900-33022-0	\$3,700.00	(\$1,740.00)	\$1,960.00
010-07200-0-11100-24900-33023-0	\$950.00	(\$490.00)	\$460.00
010-07200-0-11100-24900-36010-0	\$1,720.00	\$52.00	\$1,772.00

Budget Revision Report

BGR030
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11/24/2015
12:22:49PM

Control Number: 112444560

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-07200-0-11100-31400-32020-0	\$1,345.00	(\$1,055.00)	\$290.00
010-07200-0-11100-31400-33022-0	\$500.00	(\$350.00)	\$150.00
010-07200-0-11100-31400-33023-0	\$110.00	(\$70.00)	\$40.00
010-07200-0-11100-31400-34020-0	\$10.00	\$2,354.26	\$2,364.26
010-07200-0-11100-31400-36020-0	\$210.00	(\$110.00)	\$100.00
010-14000-0-11100-10000-33012-0	\$1,150.00	(\$67.66)	\$1,082.34
010-14000-0-11100-10000-34010-0	\$115,240.00	\$22,900.66	\$138,140.66
Employee Benefits	\$231,661.00	(\$97,029.63)	\$134,631.37
010-00000-0-00000-72000-43000-0	\$2,500.00	\$2,500.00	\$5,000.00
010-00000-0-11100-10000-43000-0	\$30,000.00	\$5,000.00	\$35,000.00
010-11000-0-11100-10000-43000-0	\$40,000.00	(\$25,000.00)	\$15,000.00
010-90100-0-00000-72000-44000-0	\$103,687.06	(\$103,687.06)	\$0.00
010-90100-0-00000-81000-44000-0	\$0.00	\$103,687.06	\$103,687.06
010-90336-0-11100-10000-43000-0	\$621.96	\$3,000.00	\$3,621.96
Books and Supplies	\$176,809.02	(\$14,500.00)	\$162,309.02
010-00000-0-00000-31400-52000-0	\$0.00	\$3,000.00	\$3,000.00
010-00000-0-00000-71000-52000-0	\$3,000.00	\$2,000.00	\$5,000.00
010-00000-0-00000-72000-52000-0	\$3,000.00	\$2,000.00	\$5,000.00
010-00000-0-00000-81000-55000-0	\$88,660.00	\$3,340.00	\$92,000.00
010-00000-0-00000-82000-59000-0	\$0.00	\$20,000.00	\$20,000.00
010-00000-0-11100-10000-52000-0	\$5,000.00	(\$4,000.00)	\$1,000.00
010-07200-0-00000-81000-58000-0	\$35,000.00	\$41,632.37	\$76,632.37
010-11000-0-00000-72000-56000-0	\$20,000.00	(\$15,000.00)	\$5,000.00
010-11000-0-11100-10000-58000-0	\$6,000.00	(\$5,000.00)	\$1,000.00
010-90336-0-11100-10000-52000-0	\$750.00	\$237.60	\$987.60
010-99900-0-00000-81000-58000-0	\$9,000.00	\$54,557.00	\$63,557.00
Services, Other Operating Expenses	\$170,410.00	\$102,766.97	\$273,176.97
010-00000-0-00000-72100-73100-0	(\$18,700.00)	(\$17,730.12)	(\$36,430.12)
010-00000-0-00000-72100-73500-0	(\$20,000.00)	(\$6,599.08)	(\$26,599.08)

Budget Revision Report

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11/24/2015
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Control Number: 112444560

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-99900-0-00000-72100-73100-0	\$0.00	\$3,142.35	\$3,142.35
Direct Support/Indirect Costs	(\$38,700.00)	(\$21,186.85)	(\$59,886.85)
Total Expenditures	\$3,615,657.02	(\$230,568.86)	\$3,385,088.16
Other Financing Sources/Uses			
010-07200-0-00000-93000-76190-0	\$0.00	\$300,000.00	\$300,000.00
Transfers Out	\$0.00	\$300,000.00	\$300,000.00
010-00000-0-00000-00000-89800-0	(\$1,521,829.00)	(\$538,750.09)	(\$2,060,579.09)
010-07200-0-00000-00000-89800-0	\$1,256,357.00	\$300,000.00	\$1,556,357.00
010-99900-0-00000-00000-89800-0	\$121,010.00	\$17,413.35	\$138,423.35
Contributions	(\$144,462.00)	(\$221,336.74)	(\$365,798.74)
Budgeted Unappropriated Fund Balance before this adjustment:		\$2,202,193.24	
Total Adjustment to Unappropriated Fund Balance:		\$79,934.72	
Budgeted Unappropriated Fund Balance after this adjustment:		\$2,282,127.96	

Budget Revision Report

Control Number: 112444560

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 1300	Cafeteria Special Revenue Fund			
Expenditures				
	130-53100-0-00000-37000-22000-0	\$102,590.00	(\$2,590.00)	\$100,000.00
	130-53100-0-00000-37000-23000-0	\$35,000.00	\$1,300.00	\$36,300.00
	Classified Salaries	\$137,590.00	(\$1,290.00)	\$136,300.00
	130-53100-0-00000-72100-73500-0	\$20,000.00	\$6,599.08	\$26,599.08
	Direct Support/Indirect Costs	\$20,000.00	\$6,599.08	\$26,599.08
Total	Expenditures	\$157,590.00	\$5,309.08	\$162,899.08
Budgeted Unappropriated Fund Balance before this adjustment:			\$186,399.46	
Total Adjustment to Unappropriated Fund Balance:			(\$5,309.08)	
Budgeted Unappropriated Fund Balance after this adjustment:			\$181,090.38	

Budget Revision Report

Control Number: 112444560

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 3500 County School Facilities Fund - New Construction Other Financing Sources/Uses			
350-77110-0-00000-00000-89190-0	\$896,991.34	(\$596,991.34)	\$300,000.00
Transfers In	\$896,991.34	(\$596,991.34)	\$300,000.00
Budgeted Unappropriated Fund Balance before this adjustment:		\$1,236,404.11	
Total Adjustment to Unappropriated Fund Balance:		(\$596,991.34)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$639,412.77	

Budget Revision Report

Control Number: 112444560

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 5100	Bond Interest & Redemption Fund - #1			
	Revenues			
	510-99610-0-00000-00000-86600-0	\$0.00	\$44.37	\$44.37
	Other Local Revenues	\$0.00	\$44.37	\$44.37
	Total Revenues	\$0.00	\$44.37	\$44.37
	Other Financing Sources/Uses			
	510-99610-0-00000-00000-89790-0	\$0.00	\$66,974.18	\$66,974.18
	Sources	\$0.00	\$66,974.18	\$66,974.18
	Budgeted Unappropriated Fund Balance before this adjustment:		\$0.00	
	Total Adjustment to Unappropriated Fund Balance:		\$67,018.55	
	Budgeted Unappropriated Fund Balance after this adjustment:		\$67,018.55	

Budget Revision Report

Control Number: 112444560

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on _____, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by: _____

(County Office Use Only)

Updated at County Office on ___/___/___ by _____

6. FINANCE: Action items:

6.3 First Interim Report (*Document will be available during the interim report Presentation*)