

**TIPTON ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING
AGENDA**

Tuesday, April 5, 2016
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. 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 the board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

2.3 Student Comments

2.4 Correspondence

Lozano Smith Attorneys at Law: CalSTRS Contract Review Pilot Program
Statement of Interest Form 700

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting - March 1, 2016

3.2 Library Surplus Books and VHS/DVD

3.3 School Calendar for the 2016-2017 School Year

3.4 Field Trip, Facility and Conference Attendance Requests

4. ADMINISTRATIVE: Action items:

4.1 In the Matter of Intention to Layoff Classified Employee, Board Resolution #2015-2016-15

4.2 Bus #2 Engine Overhaul

4.3 Agreement with School Innovations & Achievement

4.4 Approve Job Descriptions for Cafeteria/Business Clerk and Attendance/Health Clerk

5. FINANCE: Action items:

5.1 Vendor Payments

5.2 Budget Revisions

6. INFORMATION: (Verbal Reports & presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

7. **Any Other Business-**
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.
 - 8.5 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Government Code section 54956.9 - One Potential Case.
9. **Reconvene to open session**
10. **Report out from Closed Session**
11. **Adjournment**

The Board upon discussion and a vote of agreement may make any item an action item.

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, March 31, 2016

2. Public Input:

2.4 Correspondence

Lozano Smith Attorneys at Law: CalSTRS Contract Review Pilot Program

Ashley N. Emerzian
Attorney at Law

E-mail: aemerzian@lozanosmith.com

March 1, 2016

Via Email: mguerrero@tipton.k12.ca.us

Miguel Guerrero, Superintendent
Tipton Elementary School District
P.O. Box 787
370 North Evans Road
Tipton, CA 93272

Re: CalSTRS Contract Review Pilot Program

Dear Superintendent Guerrero,

We are pleased to announce that Lozano Smith and the Tulare County Office of Education (“TCOE”) have coordinated with California State Teachers’ Retirement System (“CalSTRS”) to offer a new pilot program for administrator contract review to the county’s school districts. The purpose of this correspondence is to explain the new pilot program and next steps should your school district choose to participate.

Background on CalSTRS Audits of Individual Administrators

In recent years CalSTRS has placed increasing emphasis on enforcement of the rules regarding enrollment and appropriate crediting of compensation for purposes of CalSTRS retirement. In addition to the rolling audits CalSTRS has in place for school employers state-wide, the newly formed Compensation Review Unit (“CRU”) has been charged with post-retirement individual audits of retired school district administrators in an attempt to catch retirement system “spiking,” as defined under the Teachers’ Retirement Law (“TRL”). Highly paid CalSTRS members are at the most risk of a post-retirement audit by CRU.

Former school administrators and former employers can face great risk if CalSTRS determines spiking to have occurred. Many former school administrators have faced post-retirement audits that result in an automatic decrease to their retirement allowance, as well as penalties associated with paying monies back to CalSTRS. While the majority of the risk is on the individual administrator, school districts may also receive a bill assessing repayment penalties if spiking is uncovered in a post-retirement audit.

Nevertheless, along with new emphasis on enforcement, CalSTRS is also taking steps to be more transparent in its determinations. Recent legislation has enacted new definitions of creditable service, clarifying prior questions related to CalSTRS enrollment. Additionally, CalSTRS has

recently enacted new regulations defining what monies are creditable to the CalSTRS system. These new regulations, in particular, have provided much needed guidance to schools in drafting administrator contracts to avoid provisions increasing the risk of spiking.

The new CalSTRS regulations also allow the opportunity to restructure compensation packages to comply with the new regulations. While this initial window to restructure contracts has passed, administrators are still able to restructure their contracts during their regular contract review period.

Pilot Program: New Opportunity for Review of Proposed Administrator Contracts

Currently, CalSTRS only reviews administrator contracts on a post-Board approval basis. However, under a new pilot program, CalSTRS will begin reviewing administrator contracts on a pre-Board approval basis. This new program allows employers and administrators to avoid surprises down the road by learning ahead of time how CalSTRS would interpret various compensation provisions.

Participation in the program allows any administrator contract drafted within the county to be reviewed by CalSTRS to confirm impact on the administrators' creditable compensation before final Board approval. This is helpful for both administrator and school employer because it provides clarity and assurances from CalSTRS prior to retirement and prior to approval of the contract.

The pilot program is expected to be implemented as follows:

- The proposed administrator contract would be submitted to CalSTRS through the County Office of Education with a cover letter;
- The cover letter would provide the analysis of how the compensation provisions are expected to be analyzed under the new creditable compensation regulations (i.e., which monies are creditable for retirement, whether they are creditable to the Defined Benefit or Defined Benefit Supplement account, or whether they are not creditable at all);
- The cover letter must also state that all parties have agreed to CalSTRS review of the contract prior to approval;
- CalSTRS will review the contract and cover letter within an estimated two-week review period;
- CalSTRS will send follow-up correspondence agreeing, disagreeing or asking clarifying questions;
- The pilot will run approximately 8 months to a year, and may continue longer if CalSTRS decides to implement the contract review program state-wide.

Lozano Smith's retirement law team is available to assist Tulare County Consortium clients with the CalSTRS review program and to prepare administrator contracts in compliance with the new regulations. Additionally, Lozano Smith attorneys can assist in preparing the cover letter with the relevant creditable compensation analysis on behalf of the school district. Costs will be the responsibility of the District.

Miguel Guerrero, Superintendent
Tipton Elementary School District
March 1, 2016
Page 3

If your District would like to have your administrator contracts reviewed for potential participation in the pilot program, please contact either Ashley N. Emerzian at Lozano Smith (aemerzian@lozanosmith.com, 559-431-5600) or Mark Martinez (markm@tcoe.org, 559-737-4322).

Sincerely,

LOZANO SMITH



Ashley N. Emerzian

ANE/dsi

cc: Tony Macedo, Board President, Tipton Elementary SD (Via Email)
John Wilburn, Director of External Business Services, TCOE (Via Email)
Mark Martinez, Accounting Officer of External Business Services, TCOE (Via Email)

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting - March 1, 2016

**TIPTON ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES**

Tuesday, March 1, 2016
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 lead the flag salute.
Board Member present: Iva Sousa, Tony Macedo, Greg Rice, Shelley Heeger and John Cardoza.*

*Guests: Jenny Calderon, Mike Pharis, Gina Manfredi, Alma Nunez, Nicole Nunez, Adelina Saenz,
Juan Nunez, Juan Zaragoza, Jordan Burrell, Megan Rice and Stacey Bettencourt.*

2. Public Input:

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

Ms. Jenny Calderon, CTA President, presented the board with CTA's Initial Proposal.

2.3 Student Comments – Participants of the Math Bowl

*Mr. Mike Pharis, Math Bowl Advisor, recognized several of our students who participated in
the County's Math Bowl Completion. Students that were recognized were Gianna Benedetti,
Jordan Burrell, Ashley Medina Purugganan, Juan Zaragoza, and Susana González –
Martínez.*

Nicole Nunez, 6th grader, was recognized by the board for her writing efforts.

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting - February 1, 2016

3.2 Minutes of the Special Board Meeting – February 9, 2016

3.3 Field Trip, Facility and Conference Attendance Requests

*Motion to approve the consent calendar was made by Shelley Heeger and second by John
Cardoza.*

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

4. ADMINISTRATIVE: Action items:

4.1 In the Matter of Intention to Layoff Certificated Employees,
Board Resolution #2015–2016-13

*Motion to approve Board Resolution #2015-2016-13 was made by Shelley Heeger and second by
John Cardoza.*

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

4.2 In the Matter of the Decision to Layoff Certificated Employee Tie-Breaking Criteria, Board Resolution #2015–2016-14

Motion to approve Board Resolution #2015-2016-14 was made by Shelley Heeger and second by John Cardoza.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

4.3 Approve Educator Effectiveness Plan for the 2016 – 2017 School Year

Motion to approve Educator Effectiveness Plan for the 2016-2017 School Year was made by Iva Sousa and second by Greg Rice.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

4.4 Approval of Quarterly Board Policies

Motion to approve Quarterly Board Policies was made by Greg Rice and second by Iva Sousa.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

5. FINANCE: Action items:

5.1 Vendor Payments

Motion to approve vendor payments was made by Greg Rice and second by Iva Sousa.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

5.2 Budget Revisions

Motion to approve budget revisions was made by Greg Rice and second by John Cardoza.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

5.3 2nd Interim Report 2015 - 2016

Motion to approve 2nd Interim Report was made by Iva Sousa and second by John Cardoza.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

6. INFORMATION: (Verbal Reports & presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

7. Any Other Business-

8. Adjourn to Closed Session: at 7:29 p.m.

9. Reconvene to open session 8:56 p.m.

10. Report out from Closed Session

8.2 Student transfer, expulsion, reinstatement, suspension, inter-District request, etc.

Motion to approve student transfers and inter District requests was made by Iva Sousa and second by Greg Rice.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea- Tony Macedo, Shelley Heeger, Iva Sousa, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent - 0

11. Adjournment 8:57 p.m.

Minutes approved April 5, 2016

Tony Macedo, President

Greg Rice, Clerk

Miguel A. Guerrero Ed.D., Secretary

3. CONSENT CALENDAR: Action items:

3.2 Library Surplus Books and VHS/DVD

Memo

To: Dr. Guerrero
From: Megan Rice
Date: March, 2016
Re: List of Weeded books from the Library January 2016 – April 2016

Attached is a list of books that have been weeded from the Library Collection due to the fact that these books were torn, missing pages, damaged, irrelevant, out of date, etc.

Weeding Project: Several of our library shelves are double stacked with books, which can lead to books being damaged much more quickly and also make locating specific titles much more difficult. There are a number of book titles that are out of date or simply have not been circulated in 8+ years. This weeding project is in effort to make our library of better quality (not just a large quantity of books). This will also allow us to see which areas we may be lacking relevant sources in and create room for the new titles we add each year.

Books that are severely damaged and worn will be disposed of. Those books that are still in readable condition I would like to give the teachers a chance to take them for their classroom libraries. After they have taken what they wish, I would then like to disperse the remaining books to the students at a future date. All of the books listed have been stamped with “discard”, marked with a red line, our barcode removed, and removed from our library system.

If you should have any further questions, please let me know.

Thank you,

Megan Rice

March 17, 2016

Tipton Elementary School Library

Discarded books January 2016 – March 2016

Title/Author/Number of copies

2013 book of world records/Morse, Jenifer Corr
All alone/Bishop, Claire Huchet
American dreams/Banim, Lisa
Amigo/Baylor, Byrd
The apple and the arrow/Buff, Mary
A bear called Paddington/Bond, Michael
Be ever hopeful, Hannalee/Beatty, Patricia/2
Beware of the dark side/Beecroft, Simon
Big bike race/Bledsoe, Lucy Jane
Big nate in a class by himself/Peirce, Lincoln
Big nate on a roll/Peirce, Lincoln
Bingo brown and the language of love/Byars, Betsy
Blizzard of the blue moon/Osborne, Mary Pope
Blubber/Blume, Judy
Bold journey: west with lewis and Clark/Bohner, Charles
The burning questions of bingo brown/Byars, Betsy
The call of the wild and other stories/London, Jack
Caroline zucker helps out/Bradford, Jan
Chevrolet Saturdays/Boyd, Candy Dawson
The computer nut/Byars, Betsy
Corey's pony is missing/Bryant, Bonnie
Crossed/Condie, Ally
The cybil war/Byars, Betsy/2

Dakota dream/Bennett, James/2
Demo and the dolphin/Benchley, Nathaniel
Diary of a wimpy kid/Kinney, Jeff/2
Diary of a wimpy kid: cabin fever/Kinney, Jeff
Diary of wimpy kid: the third wheel/Kinney, Jeff/2
A different beat/Boyd, Candy Dawson
Emily eyefinger/Ball, Duncan
Freckle juice/Blume, Judy
Freedom to dream/Blair, Cynthia/2
A frog's-eye view/Busselle, Rebecca
The golden glove
Golden quest/Bader, Bonnie
A goodnight kind of feeling/Bradman, Tony
The great male conspiricacy/Bates, Betty
Heartlight/Barron, T.A.
The hideout/Bunting, Eve/2
The in-between days/Bunting, Eve
The indian in the cupboard/Banks, Lynne Reid
It's not the end of the world/Blume, Judy
I won't let them hurt you/Barr, Linda
Leroy and the old man/Butterworth, W.E.
The letter, the witch, and the ring/Bellairs, John
Little brother/Baillie, Allan
A little dab of color/Bell, W. Bruce
Mad scientist/Benton, Jim
McMummy/Byars, Betsy

The merlin effect/Barron, T.A.
The midnight fox/Byars, Betsy/2
Miss hickory/Bailey, Carolyn Sherwin
The moves make the man/Brooks, Bruce
National velvet/Bagnold, Enid
Near miss/Birch, Claire
The night swimmers/Byars, Betsy
The non-just-anybody family/Byars, Betsy
One last time/Buchanan, William J.
On my honor/Bauer, Marion Dane/3
On thin ice/Krulik, Nancy
Oren bell/Burgess, Barbara Hood
Otherwise known as Sheila the great/Blume, Judy
The outside child/Bawden, Nina
Owl in the office/Baglio, Ben M.
Paradise café and other stories/Brooks, Martha
The pinballs/Byars, Betsy
Ponies at the point/Baglio, Ben M.
Pony crazy/Bryant, Bonnie
A pony in trouble/Betancourt, Jeanne/2
Pony to the rescue/Betancourt, Jeanne/4
The royal dirk/Beatty, John
Sara crewe/Burnett, Frances Hodgson
The search for delicious/Babbitt, Natalie
Searching for David's heart/Bennett, Cherie
The secret garden/Burnett, Frances Hodgson

Shipwrecked/Brunkus, Denise
The silver coach/Adler, C.S.
The secret of the indian/Banks, Lynne Reid
Smart rats/Baird, Thomas/2
Spiderman anancy/Berry, James
Staring sally j. freedman as herself/Blume, Judy
Sticks/Bauer, Joan
Stranger in the mirror/Bennett, Cherie
The sword of shannara/Brooks, Terry
Tales of a fourth grade nothing/Blume, Judy
That's what T.J. says/Bates, Betty
A thief on Morgan's plantation/Banim, Lisa
Tornado/Byars, Betsy
The tortoise and the jackrabbit/Lowell, Susan
Trouble river/Byars, Betsy/3
Twenty and ten/Bishop, Claire Huchet
Two are better than one/Brink, Carol Rylie
Valley of the spotted horses/Bagdon, Paul/2
A very brady guide to life/Briggs, Jennifer
Wanted...mud blossom/Byars, Betsy/2
Were all friends/Wiggles
What hearts/Brooks, Bruce
The wish giver/Brittain, Bill
The wishing people/Beachcroft, Nina

Memo

To: Dr. Guerrero
From: Megan Rice
Date: March 9, 2016
Re: List of Weeded Videos from Library February 2016

Attached is a list of videos (VHS/DVD) that have been weeded from the Library Collection due to the fact that the video is unplayable and severely damaged, has poor circulation statistics, is not needed multiple copies, or has been replaced with a newer format.

VHS/DVD items that are severely damaged or have viewing issues will be disposed of. The videos that are still playable will be offered for teachers/staff to use in their classroom. All remaining videos will be disposed of to avoid any licensing issues. All barcodes and labeling stickers have been removed and the items have been removed from our library system.

In effort to meet the ever changing needs of our school weeding out older materials and out of date formats will in turn give our school better resources for our students and staff.

If you should have any further questions, please let me know.

Thank you,

Megan Rice

March 9, 2016

Tipton Elementary School Library

Discarded Videos February 2016

Title/Format/Number of copies

Aladdin and the king of thieves/VHS
Art with Joy: Autumn scene/VHS
Art with Joy: Picasso/VHS
Art with Joy: Teddy bear/VHS
Bridge to Terabithia/VHS
A bugs life/VHS/2
Caddie woodlawn/VHS
The canterville ghost/VHS/2
Casper/VHS
Cat in the hat/VHS
Dr. Seuss: How the Grinch stole Christmas/VHS
Dr. Seuss: The lorax/VHS
From the mixed up files of Mrs. Basil E. Frankweiler/VHS
Giving thanks: a native American good morning message/VHS
The house of dies drear/VHS
Indians of California/VHS
Lilo & Stitch/VHS
Magic school bus: the busasaurus/VHS
Magic school bus: Blows its top/VHS
Magic school bus: Butterflies
Magic school bus: Flexes its muscles/VHS

Magic school bus: For lunch/VHS
Magic school bus: Gets ants in its pants/VHS
Magic school bus: Gets eaten/VHS
Magic school bus: Gets energized/VHS
Magic school bus: Gets lost in space/VHS
Magic school bus: Gets planted/VHS
Magic school bus: Goes to seed/VHS
Magic school bus: Going batty/VHS
Magic school bus: Hops home/VHS/2
Magic school bus: In a beehive/VHS
Magic school bus: Inside ralphie/VHS
Magic school bus: Inside the haunted house/VHS
Magic school bus: In the rainforest/VHS
Magic school bus: Kicks up a storm/VHS
Magic school bus: Makes a rainbow/VHS
Magic school bus: Out of this world/VHS
Magic school bus: Plays ball/VHS
Magic school bus: Ready, set, dough/VHS
Magic school bus: Spins a web/VHS/2
Magic school bus: Taking flight/VHS
Magic school bus: Under construction/VHS
Molly's pilgrim/VHS
Mulan II/VHS
Noisy Nora/VHS
Nutcracker/VHS
Physical science/DVD

The secret of nimh/VHS

Souder/VHS

A tale of two cities/VHS

A wrinkle in time/VHS

3. CONSENT CALENDAR: Action items:

3.3 School Calendar for the 2016-2017 School Year

3. CONSENT CALENDAR: Action items:

3.4 Field Trip, Facility and Conference Attendance Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Bickers, Hatfield, Teves GRADE 2

CLASSES ATTENDING all 2nd grades

DATE OF TRIP 4-11-16 NUMBER OF PUPILS 52 ADULTS 14 (?)

DESTINATION Ag Adventures! Ag Center Tulare

BUS TO LEAVE SCHOOL AT 9:00 RETURN AT 1:00

BUS ROUTING AND STOPS

Take Frontage Road or Freeway 99 to
4500 S. Laspina, Tulare

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: have received confirmation of date
and received contract, children to have name badges

TRIP RELEVENCY: Students will attend an interactive (hands-on)
museum that explores the diversity & abundance of CA agriculture

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

Chaperones are to attend free of charge - one per
every 5 children

COST \$ 3.00 per child - \$156.00

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY 52

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY ?

SIGNATURE OF TEACHER IN CHARGE Ruth Teves

TRIP AUTHORIZED BY SCHOOL BOARD YES NO

SIGNATURE OF SUPERINTENDENT [Signature]

FIELD TRIP APPROVAL FORM
(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER (S) Livia, McReynolds, Hurtado GRADE 4th

CLASSES ATTENDING Livia, McReynolds, Hurtado

DATE OF TRIP 5-10-16 # OF PUPILS 75 appx ADULTS 15 appx.

TRIP DATE 5.10.16 DESTINATION Mission San Juan Bautista

BUS TO LEAVE SCHOOL AT 6:am RETURN AT 6:00pm appx.

BUS ROUTING AND STOPS

Bus leaves at 6:00 a.m. sharp/one stop in Los Banos for Break-
fast snack. Arrive at mission @ 9:45 am appx. Leave at 1:30 pm
appx. /Stop at Casa de Fruita for snack (15 min. appx.) Arrive in Tipton
USE THE BACK OF THIS PAPER IF ROUTING NEEDS JVIORE SPACE. @ 6:00 pm.

PRELIMINARY STEPS: _____

TRIP RELEVANCY CA History. Students will see first hand a mission
of CA. They will view the Spanish influence and the impact
they had on the Native Indians of CA.

OTHER INFORMATION 5 students per chaperone

COST \$ 150 (\$50.00, per class)

CAFETERIA LUNCHES NEEDED YES NO _____ HOW MANY 75 appx

SIGNATURE OF TEACHER IN CHARGE Bernadette

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

*
plus
↓
*

* Breakfast Juice and snack

* Lunch

* Return trip Snack

4. ADMINISTRATIVE: Action items:

4.1 In the Matter of Intention to Layoff Classified Employee, Board Resolution #2015-2016-15

BEFORE THE BOARD OF TRUSTEES
OF THE
TIPTON ELEMENTARY SCHOOL DISTRICT
TULARE COUNTY, CALIFORNIA

In the Matter of the Reduction) RESOLUTION #2015-2016-15
of Certain Classified Services)
effective on or after April 5, 2016)
_____)

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the Tipton Elementary School District (“District”) to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and

WHEREAS due to a lack of work and lack of funds, certain services now being provided by classified employees of the District must be reduced;

NOW, THEREFORE, BE IT RESOLVED that as of June 30, 2016, the following position will be eliminated:

CLASSIFICATION	HOURS/DAY	No.
Instructional Aide	5.0 hours/day	One (1) position

BE IT FURTHER RESOLVED that the District Superintendent or designee is hereby authorized and directed to give notice of termination of employment to the affected employee(s) of this District pursuant to district rules and regulations and applicable provisions of the Education Code not later than **sixty (60) days** prior to the effective date of such reduction or discontinuance as set forth above.

BE IT FURTHER RESOLVED that the District Superintendent or designee is hereby authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

The foregoing Resolution was adopted at a regularly called meeting of the Board of Trustees on the 5th day of April, 2016 by the following vote:

AYES:
NOES:
ABSENT:

President
Board of Trustees

4. ADMINISTRATIVE: Action items:

4.2 Bus #2 Engine Overhaul



TIPTON ELEMENTARY SCHOOL

370 N. Evans Road • P.O. Box 787 • Tipton, CA 93272
559-752-4213 • FAX: 559-687-2221

Tiger Pride!

Miguel A. Guerrero Ed.D.
Superintendent

Stacey Bettencourt
Principal

Jacob Munoz
Vice Principal – Projects

Anthony Hernandez
Business Manager

Fausto Martin
MOT Supervisor

Lidia Rocha
Cafeteria Manager

TO: Tipton Elementary School District Board Memebers
From: Fausto Martin MOT Director
Date: 3/16/2016
Subject: Bus # 2 Engine Overhaul

Bus # 2 is in need of an engine overhaul. Last year I had bus # 2 checked out at The Diesel Doctor for lack of power and oil loss. The technicians found out that the piston rings were worn and is causing the bus to burn oil and water through the fuel system. This is most likely a result from the regen air filters that restrict the engines to the point of causing massive back pressure. Although I have found a way to relieve the back pressure to the engine and keep the District in compliance with the Air Resource Board, unfortunately it is time to get the bus in for repairs. I have tried to prolong the overhaul as long as I could, because of the cost it will have on our school budget. I have taken in some quotes for this overhaul which I will present to you.

There have been suggestions to replace the engine with a rebuilt but, that would put us in a different situation down the road. Although a rebuilt engine might be a little cheaper, we would put ourselves in a position to not get a full exchange if we would ever decide to get a new bus. My biggest concern is that we don't fall under any grants to get any new buses at this particular time because of the regen filters that the buses currently have. Overhauling the engine would be cheaper for the District instead of trying to buy a new bus. Overhauling the engine instead of rebuilding it would also keep us from having to file the bus with a different unit with the Air Resource Board. I have asked for advice on whether to overhaul or put in a rebuilt engine and the answer has always been to overhaul.

The time table for an overhaul is about 2-3 weeks upon approval. Bus # 2 is a very good bus, which with an overhaul could give us another 10-15yrs of good service. Thank you for your patience and cooperation to this project.

Kindest regards,

Fausto Martin
MOT Director TESD

Board Members

Tony Macedo
President

Greg Rice
Clerk

Iva Sousa
Trustee

John Cardoza
Trustee

Shelley Heeger
Trustee

The Diesel Doctor
 4789 South K Street
 Tulare, CA 93274
 (559) 686-8612

Estimate

Date	Estimate #
	School Bus

Name / Address
Tipton Elementary School P.O. Box 787 Tipton, CA 93272

Project

Item	Description	Qty	Cost	Total
Shop Labor	Remove engine, disassemble and rebuild.	70	84.00	5,880.00
Outside Labor	Bore block and sleeve to standard	1	2,350.00	2,350.00
Parts	Cylinder Head	1	2,382.01	2,382.01T
2246638	Bearing-Conn	6	27.84	167.04T
1541582	Bolt-Hex	12	9.46	113.52T
2124893	Bearing-Thru	2	62.64	125.28T
4186781	Stud	4	5.25	21.00T
2721956	Gasket	6	4.08	24.48T
3E8017	Locknut	4	4.67	18.68T
1504105	Ring Backup	6	6.35	38.10T
2373800	Seal	6	8.52	51.12T
1482903	Seal O Ring	6	8.24	49.44T
1495240	Ring backup	6	5.97	35.82T
1093207	Seal O Ring	6	6.77	40.62T
1333715	Ring-Backup	6	6.50	39.00T
1154223	Regulator	2	18.81	37.62T
OR9897	Piston Pack	6	346.36	2,078.16T
2249032	Gasket kit	1	287.57	287.57T
2975350	Cylinder Head Gasket Kit	1	398.53	398.53T
2613816	Oil Pan Gasket	1	45.80	45.80T
B7700	Lube Spin on	1	11.25	11.25T
BF7632	Heavy duty fuel filter	1	10.95	10.95T
Guardall	Guardall Motor Oil 15W40	8	11.90	95.20T
238-8648	CAT EC-1 Antifreeze	6	17.98	107.88T
Waste Disposal	Waste disposal	1	5.00	5.00
Shop Supplies	Shop supplies	1	15.00	15.00T
			Subtotal	\$14,429.07
			Sales Tax (8.5%)	\$526.50
			Total	\$14,955.57

ESTIMATE

E. M. Tharp Inc. Porterville

15243 Road 192
 Porterville, CA 93257
 Phone (559) 782-5900
 Fax (559) 783-8906
 Cesar Vega Ext 1039



YEAR: 1998
 MAKE: CAT
 MODEL: 5000
 VIN# 1T75T4B25X1070118
 ENGINE MODEL CAT C7
 ENGINE SERIAL# BT7AS20264
 MILEAGE:
 UNIT #

TO: Cal Trans 1377003
 PHONE # Damon Rose

DATE

Michael	estimate	ESTIMATES ARE GUARANTEED FOR 30 DAYS		LINE TOTAL
QTY	UNIT	DESCRIPTION	PRICE	
-	LABOR	INSTALL LONG BLOCK	\$110.00	\$ 6,900.00
-	LABOR	R&R RADIATOR	\$110.00	\$ 575.00
	LABOR		\$110.00	\$ -
	LABOR		\$110.00	\$ -
				\$ -
1		LONG BLOCK	\$11,079.71	\$ 11,079.71
1		THERMOSTAT	\$17.18	\$ 17.18
7		ENGINE OIL	\$11.00	\$ 77.00
12	ELC	COOLANT	\$11.64	\$ 139.68
1		OIL FILTER	\$17.39	\$ 17.39
1		FUEL FILTER	\$19.19	\$ 19.19
1		COOLANT FILTER	\$29.80	\$ 29.80
1		AIR FILTER	\$189.40	\$ 189.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
1	SUBL	SUBLET	\$375.00	\$ 375.00

	FRTK	FREIGHT		\$ -
	HAZ	HAZ MAT		\$ -
NOTES			LABOR	\$ 7,475.00
OPEN ITEMS: Injectors, Turbocharger, Waterpump, hoses/belts			PARTS	\$ 11,569.35
			FREIGHT	\$ -
			SUBLET	\$ 375.00
			HAZ MAT	\$ -
			SUB TOTAL	\$ 19,419.35
			SALES TAX	\$ 954.47
			TOTAL	\$ 19,419.35

This is a estimate on the parts/labor above only ... after disassembly, cleaning, and inspection has been performed customer will be advised on any additional part/labor for authorization.

Estimate Authorized by: _____

4. ADMINISTRATIVE: Action items:

4.3 Agreement with School Innovations & Achievement



GOOD GOVERNANCE AND PROGRAM ADVISORY SERVICES AGREEMENT
Between
SCHOOL INNOVATIONS & ACHIEVEMENT, INC.
And
TIPTON ELEMENTARY SCHOOL DISTRICT

THIS AGREEMENT, dated _____, 2016, (the “Agreement”) is made by and between Tipton Elementary School District (“District”), and School Innovations & Achievement, Inc., a California corporation (“SI&A”), each being a “Party” and collectively the “Parties.”

RECITALS

WHEREAS, District is authorized to retain consulting services to assist District in the preparation and filing of reimbursement claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California (“State”), as well as an assessment of compliance practices in place as it relates to the Mandated Block Grant Program, and SI&A is qualified to perform such services;

WHEREAS, services related to the Mandate Reimbursement Process Program are referred to herein as “MandatePrep® Services”; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing consulting services;

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement Period.** The term of this Agreement (“Agreement Term”) begins April 5, 2016 (the “Effective Date”) and will automatically expire on March 31, 2019 (the “Expiration Date”). The Agreement Term consists of three (3) periods: April 5, 2016 through March 31, 2017; April 1, 2017 through March 31, 2018; and April 1, 2018 through March 31, 2019. Each period within the Agreement Term is an “Agreement Year.”
2. **Services.** SI&A agrees to provide District the following consulting services (“Services”) during the Agreement Period:
 - (a) Prepare and file (based on the District’s Participation Status in the Mandate Block Grant Program, with information provided by the District):
 - (1) Any applicable prior year reimbursement claims based on program participation;
 - (2) Late and amended reimbursement claims, based on program participation; and

- (3) Newly claimable programs approved by the Commission on State Mandates (“Commission”) if the filing deadline is within the Agreement Period.
- (b) Hold training sessions for District’s staff during the Agreement Period, as necessary or appropriate (as reasonably determined by SI&A);
- (c) Provide access to interactive professional development training sessions for District and school site staff on a variety of essential programs via a web-based training platform;
- (d) Conduct interviews with District staff and document processes regarding mandate programs;
- (e) Provide interim and annual reports on:
 - (1) Program performance;
 - (2) Claim performance for all applicable claims; and
 - (3) Analysis comparing Mandated Program options in preparation for the Districts yearly program election decision.
- (f) Monitor District’s mandated cost tracking systems;
- (g) Research and assist District with data collection for test claims approved by the Commission during the Agreement Period;
- (h) Serve as a liaison with the State Controller’s Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller’s Office;
- (i) Provide representation of District with respect to any State audit of mandate reimbursement claims that were prepared and submitted with SI&A’s assistance pursuant to this Agreement, unless prior to claim submission SI&A advised District that SI&A would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns; and
- (j) Free access to Cabinet Report. Cabinet Report is an online education-news publication that provides news coverage critical to education practices and administration, our reporting is aimed at an audience of educators, school administrators and policy-makers.

3. **District’s Obligations.**

- 3.1 **District Responsibilities and Obligations.** District shall be responsible for the following: (a) ensuring District has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and (b) maintaining original supporting documents for a period of four (4) years after the State’s first payment of the claim; and (c) District shall provide SI&A all records and information relevant to any claim in a timely manner and contact information for District’s personnel to whom SI&A may direct inquiries. District understands and agrees that the results of SI&A’s inquiries,

the documentation obtained from District and other corroborating information may be used by SI&A for filing and/or supporting the reimbursement claims, or responding to audits or investigations.

3.2 **Claim Approval.** Upon presentation of a claim for District’s approval, District agrees to review the claim and respond to SI&A by either: (a) certifying to SI&A, under penalties of perjury, that the time, costs and other data collected by District and furnished to SI&A in support of the claim are true and correct; or (b) provide SI&A with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 4 of the Standard Terms and Conditions.

3.3 **For District that elect the Mandate Block Grant.** The District acknowledges and agrees that the Program Advisory and Compliance Services, provided by SI&A, in connection with potential audit matters, consists of providing recommendations and support with forms and back-up documentation collected. It is the District’s responsibility to ensure the District’s compliance with all mandate block grant requirements.

4. **California False Claims Act.** District acknowledges that reimbursement claims filed under this Agreement constitute “claims” under the California False Claims Act (California Government Code Section 12650, et seq.) (“False Claims Act”) and consequently, District, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who “knowingly” present or cause to be presented false claims, or who “knowingly” make or cause to be made false records or statements in support of a claim. Under the False Claims Act, “knowingly” means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

5. **Payment of Fees.**

5.1 **Fees.** For Services provided pursuant to the terms of this Agreement, District agrees to pay SI&A **\$3,000**, annually (the “Fee”).

5.2 **Payment Plan.** The Fee is payable in three (3) annual installments due April 5, 2016, April 1, 2017, and April 1, 2018.

5.3 **Travel; Lodging Expenses.** If SI&A reasonably determines that travel to District’s site is necessary, SI&A and District shall schedule mutually convenient dates and times for such meetings. All travel and lodging expenses incurred by SI&A in connection with the Initial Scope of Services are included in the Fee.

6. **Entire Agreement.** This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as **Exhibit A** is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.

7. **Exhibits.** All exhibits referred to in this Agreement are attached and incorporated herein by this reference.

8. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.


IN WITNESS WHEREOF, the District and SI&A have made and executed this Agreement as set forth below.

SI&A:

**SCHOOL INNOVATIONS
& ACHIEVEMENT, INC.**

DISTRICT:

**TIPTON ELEMENTARY SCHOOL
DISTRICT**

Signature: 
Date Signed: 3/4/2016
Print Name: Jeffrey C. Williams
Title: Chief Executive Officer
Company: School Innovations & Achievement
Address: 5200 Golden Foothill Parkway
El Dorado Hills, CA 95762
Phone: (800) 487-9234
Fax: (888) 487-6441

Signature: _____
Date Signed: _____
Print Name: _____
Title: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

EXHIBIT A - STANDARD TERMS AND CONDITIONS

1. **Scope of Services; Independent Contractor.** SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Period, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that School Innovations & Achievement is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Termination.** Either Party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other Party not later than thirty (30) days prior to expiration of the current Agreement Year within the Agreement Period. The effective date of termination shall be the expiration of such current year of the Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 2.
3. **Termination Due to Changes in State Law.** If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Period, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assurances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** SI&A may have limited access to student information only for purposes of providing the legally required notification services, if any, specified in this Agreement. SI&A performs the Services as an agent of District and has no right to access or utilize student information for any other purpose. SI&A, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code sections 49073 et seq. and/or sections 76240 et seq. at all times.
9. **Confidential and Proprietary Materials of SI&A.** During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Period, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know;" and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. Each Party agrees to defend, hold harmless, and indemnify the other Party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying Party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a Party by reason of any claim or demand discussed in this Section 10, upon notice from the Party, the indemnifying Party shall defend the action or proceeding at the indemnifying Party's expense, through counsel reasonably satisfactory to the other Party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying Party's obligations under this Section 10 shall apply regardless of whether the other Party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other Party.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a Party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et seq. **BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT.** All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

4. ADMINISTRATIVE: Action items:

- 4.4** Approve Job Descriptions for Cafeteria/Business Clerk and Attendance/Health Clerk

TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Attendance /Health Clerk

CLASSIFICATION: Classified REPORTS TO: Business Manger

WORK YEAR: 11 Months Full Time Position

FLSA: None Exempt SALARY: Appendix A

BOARD
APPROVAL:

SUMMARY:

Under the direction of a Principal, perform clerical duties related to student attendance accounting at an assigned elementary school; verify excused and unexcused absences; prepare accurate monthly average daily attendance (ADA) reports; coordinate SARB board; assist in collecting, coordinating student health data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide accurate reporting for daily attendance of students; process and verify student absence information; coordinate inter-district transfers; prepare accurate monthly ADA reports.
2. Issue admission slips for students returning to school; issue tardy slips and off-campus passes according to established guidelines.
3. Assist students, staff and visitors at counter; take and relay messages to and from parents and students.
4. Communicate with students, teachers and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences; provide student attendance information to staff and parents as requested.
5. Drive a vehicle to make home visits to verify attendance, obtain information or resolve residency issues.
6. Assist with providing first aid and/or seeking assistance for injured or ill students.
7. Assist school nurse as directed, including giving medication to students, health screenings, parent contacts, home visits, phone calls, transportation to medical appointments, and other special functions.
8. Collect, compile, verify and prepare attendance reports according to a predetermined schedule.
9. Assist school nurse as directed, including giving medication to students, health screenings, parent contacts, home visits, phone calls, transportation to medical appointments, and other special functions.
10. Maintain accurate records of student attendance; enter attendance data and change of status information into appropriate student information system.
11. Establish and maintain individual student records; post daily absence, withdrawal and program change information; analyze and refer unusual attendance deviation to appropriate school personnel according to established procedures.
12. Coordinate all aspects of the SARB program for the school.
13. Maintain various specialized alpha, numeric and subject matter files and records including those containing confidential and sensitive information.

14. Maintains accurate attendance and enrollment records and records of student health data.
15. Operate a variety of office machines including a computer, typewriter, calculator and copier.
16. Perform a variety of clerical duties such as retrieving and distributing correspondence, rosters, lists, bulletins, and notices.
17. Assist in front office when needed.
18. Assist other personnel in special projects as needed.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Student information system.

Ability to:

1. Learn District and school rules, regulations, and procedures and apply them in a variety of situations.
2. Provide, understand and follow both oral and written directions.
3. Prepare and maintain a variety of records and reports.
4. Perform a variety of office support work.
5. Maintain filing and record keeping systems, including a computer data base.
6. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
7. Operate a variety of standard office machines and equipment.
8. Effectively communicate both orally and in writing.
9. Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Associates Degree in related fields is highly desirable but not mandatory.

Previous experience in related field is highly desirable.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Typing certificate verifying 45 word per minute

First Aide Certificate

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone.

Ability to lift 25 pounds or carry objects weighing up to 20 pounds.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

ENVIRONMENT:

Work is normally performed in an office environment; continuous contact with staff, students, parents, and the public.

TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Cafeteria/Business Clerk

CLASSIFICATION: Classified REPORTS TO: Business Manager

FLSA: None Exempt WORK YEAR: 11 Months / 5.5 Hours

BOARD APPROVAL: SALARY: Appendix A, Schedule III

BASIC FUNCTION:

Under the supervision of the Superintendent, assists in planning, organizing and coordinating the operations of the district's food service program; reviews, coordinates audits, classifies, records and maintains data and payments to accounts payable and receivable; performs other related duties as required and assigned.

ESSENTIAL JOB DUTIES

1. Prepares and analyzing menus for nutritional content; including development and standardization of recipes and the acquisition of new products, goods and equipment.
2. Monitors food products, storage and distribution methods, staff utilization, record keeping, internal cash controls, and operational methodologies and conducts regularly scheduled audits and inspections.
3. Oversees the procurement of food orders and supplies.
4. Oversees the review of operation and production reports, personnel time reports and other related reports as necessary.
5. Oversees the monitoring, observing, reviewing and evaluating the performance of nutrition services personnel.
6. Prepares and maintains a variety of records and reports, including Federal and/or State required reports related to inventory, budget, purchase orders, production, sales, food transport and daily recap sheets; and submits statistical and financial data to the District.
7. Prepares and processes daily cash and credit card deposits and fills out cash control sheet daily.
8. Reviews and posts receipts and payments to appropriate ledgers, spreadsheets, records, and databases.
9. Prepares, sorts, copies, files, and mails invoices, receipts, checks, correspondence, and other requested items.
10. Audits invoices against purchase orders, researches discrepancies, and approves for payment.
11. Prepares accounts payable checks.
12. Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
13. Researches and processes charge backs, returns, refunds, freight charges, cost of lost or damaged goods, bad checks, and similar items.
14. Answers accounts payable and receivable inquiries and follows up.
15. Assists with related special projects, as required.
16. Audits freight bills against freight manifests.
17. Prepares analysis and summaries of accounts.
18. Monitors accounts payable and receivable to ensure payments are accurate and timely.
19. Reconciles bank statements.
20. Assist in monthly and annual closings.

EDUCATION AND EXPERIENCE:

High School Graduate and/or one year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Person hired into this classification will be required to obtain a Health Services Approved Food Handler Certification by the completion of their probationary or trail period and maintain certification as required by law.

KNOWLEDGE OF:

Planning, organization and operation of a food service program.

Sanitation and safety practices related to cooking, serving and transporting food.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Plan and participate in the operation and activities of cafeterias.

Maintain computerized records and prepare accurate reports.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Lift objects weighing up to 25 lbs.

Meet schedules and timelines and work efficiently during rush conditions.

To perform this job successfully, an individual should have knowledge of Excel Spreadsheet software and SACS Accounting software.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

PHYSICAL DEMANDS:

Standing or walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Lifting, carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

5. FINANCE: Action items:

5.1 Vendor Payments

Accounts Payable List

3 /30 /2016

9:02:55 AM

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Account Code	Amount
014174	#1 ACADEMIA DE SERVICIO DE TUT	PV-160966	3/10/2016	160250	676	010-30100-0-11100-10000-58000-0	\$300.00
013456	A & G TELEPHONE SERVICE, INC.	PV-160969	2/22/2016	160151	2304	010-00000-0-00000-81000-56000-0	\$140.00
014223	Advanced Emission Control Sol	PV-160965	2/8/2016	160249	0001990-IN	010-07230-0-00000-36000-58000-0	\$835.26
013971	ALMEIDA, VIRGINIA	PV-160934	3/10/2016	160057	STC Mileage Reimb.	010-90336-0-11100-10000-52000-0	\$260.44
013036	AMERICAN FIDELITY	PV-160892	2/1/2016	160168	GN 2937338 MCP 23075	010-00000-0-00000-00000-95024-0	\$346.24
014181	Anderson's It's Elementary	PV-160970	3/11/2016	160218	8551826	010-90340-0-11100-10000-43000-0	\$135.96
014188	Anthony Hernandez	PV-160989	3/23/2016		MILEAGE REIMB.	010-00000-0-00000-72000-52000-0	\$21.06
014188	Anthony Hernandez	PV-161018	3/30/2016		Mileage Reimb.	010-00000-0-00000-72000-52000-0	\$69.80
012788	ARAMARK UNIFORM SERVICES INC	PV-160935	12/24/2015	160060	503-0858984	010-00000-0-00000-81000-55000-0	\$204.53
012788	ARAMARK UNIFORM SERVICES INC	PV-160936	2/25/2016	160060	600917110	010-00000-0-00000-81000-55000-0	\$213.62
012788	ARAMARK UNIFORM SERVICES INC	PV-160937	3/3/2016	160060	600923402	010-00000-0-00000-81000-55000-0	\$213.62
012788	ARAMARK UNIFORM SERVICES INC	PV-160967	3/10/2016	160060	600929565	010-00000-0-00000-81000-55000-0	\$213.62
012788	ARAMARK UNIFORM SERVICES INC	PV-160968	3/17/2016	160060	600935814	010-00000-0-00000-81000-55000-0	\$213.62
014101	B&B PEST CONTROL SERVICE	PV-160971	12/31/2015	160052	12-TIP-01	010-00000-0-00000-81000-55000-0	\$170.00
014101	B&B PEST CONTROL SERVICE	PV-160974	2/26/2016	160052	01-TIP-02	010-00000-0-00000-81000-55000-0	\$170.00
013843	CALIFORNIA STATE TEACHERS RET.	PV-160981	3/23/2016		TEVES-2 YEAR CREDIT	010-00000-0-11100-10000-39010-0	\$33,331.00
013619	CDW GOVERNMENT, INC.	PV-160976	3/9/2016	160235	CJH9946	010-07200-0-11100-10000-44000-0	\$153.68
013619	CDW GOVERNMENT, INC.	PV-160977	3/9/2016	160236	CJ01051	010-07200-0-11100-10000-44000-0	\$134.43
013568	CLINE'S BUSINESS EQUIP., INC.	PV-160893	2/23/2016	160065	124403	010-00000-0-11100-10000-43000-0	\$70.20
012602	COLSON AUTO PARTS	PV-160894	2/5/2016	160062	80300	010-00000-0-00000-81000-43000-0	\$64.69
012602	COLSON AUTO PARTS	PV-160978	3/2/2016	160062	806507	010-00000-0-00000-81000-43000-0	\$16.42
012602	COLSON AUTO PARTS	PV-160979	3/8/2016	160062	807259	010-00000-0-00000-81000-43000-0	\$356.01
013459	DELL MARKETING L.P.	PV-160980	3/11/2016	160062	807702	010-00000-0-00000-81000-43000-0	\$398.40
013459	DELL MARKETING L.P.	PV-160931	3/3/2016	160216	XJWP114F9	010-07200-0-11100-10000-44000-0	\$339.84
013459	DELL MARKETING L.P.	PV-160940	3/4/2016	160217	XJWRS58W2	010-07200-0-11100-10000-44000-0	\$622.32
013459	DELL MARKETING L.P.	PV-160982	3/11/2016	160231	XJWTF6K2	010-30100-0-11100-10000-43000-0	\$1,126.79
013459	DELL MARKETING L.P.	PV-160896	2/21/2016	160207	XJWP5XP72	010-90336-0-11100-10000-44000-0	\$255.44
013459	DELL MARKETING L.P.	PV-160895	3/14/2016	160233	XJWM98458	010-07200-0-11100-10000-43000-0	\$818.34
013181	DEMCO	PV-160983	2/29/2016	160197	5825600	010-00000-0-00000-81000-58000-0	\$193.14
014153	Diamond Technologies Inc	PV-160984	3/23/2016		16324	010-00000-0-00000-72000-58000-0	\$373.54
013831	F & M BANK VISA-Finance Charge		3/23/2016		4330811040007877	010-00000-0-00000-72000-58000-0	\$0.97
013831	F & M BANK VISA-Finance Charge		3/23/2016		4330811040007869	010-00000-0-00000-72000-58000-0	\$7.37
013831	F & M BANK VISA-Finance Charge		3/23/2016		4330811040007885	010-00000-0-00000-72000-58000-0	\$5.66
013831	F & M BANK VISA-Postage Envelopes	PV-160985	3/23/2016		4330811040007877	010-00000-0-11100-10000-43000-0	\$307.35

013831	F & M BANK VISA-Fanatics University T-Shirts	PV-160987	3/23/2016	4330811040007877	010-07200-0-11100-10000-43000-0	\$124.56
013831	F & M BANK VISA-Spelling Bee Lunch	PV-160987	3/23/2016	4330811040007885	010-07200-0-11100-10000-52000-0	\$69.94
013831	F & M BANK VISA-ASES sports equipment	PV-160986	3/23/2016	4330811040007869	010-60100-0-11100-10000-43000-0	\$184.89
014102	FOLLETT SCHOOL SOLUTIONS, INC.	PV-160919	2/1/2016	1211755	010-07200-0-11100-10000-58000-0	\$199.00
011961	GIOTTOS ALARM TECH	PV-160942	2/16/2016	108328	010-00000-0-00000-81000-58000-0	\$1.79
011961	GIOTTOS ALARM TECH	PV-160991	7/29/2016	104282	010-81500-0-00000-81000-58000-0	\$119.37
013943	GUERRERO, MIGUEL	PV-160988	3/23/2016	MILEAGE REIMB.	010-00000-0-00000-71000-52000-0	\$189.00
014164	IEC POWER LLC	PV-160944	3/4/2016	TESD-OM-INV12	010-99900-0-00000-81000-58000-0	\$2,317.50
014227	KEVIN BROWN	PV-160975	3/23/2016	MEAL REIMB.	010-00000-0-00000-72000-52000-0	\$21.60
014199	KEVIN BROWN	PV-160952	3/10/2016	LOTTERY REIMB.	010-11000-0-11100-10000-43000-0	\$68.48
014143	LEGO EDUCATION	PV-160897	2/25/2016	1190178837	010-07200-0-11100-10000-43000-0	\$173.22
013961	LOWE'S	PV-160898	2/22/2016	8079	010-00000-0-00000-81000-43000-0	\$16.16
013961	LOWE'S	PV-160992	3/4/2016	908467	010-00000-0-00000-81000-43000-0	\$155.64
012270	LOZANO SMITH	PV-160916	2/18/2016	49342	010-00000-0-00000-71000-58000-0	\$764.93
012270	LOZANO SMITH	PV-160917	1/31/2016	48012	010-00000-0-00000-71000-58000-0	\$937.65
013461	M. GREEN & COMPANY LLP	PV-160996	3/7/2016	ACCT#63340	010-00000-0-00000-71910-58000-0	\$1,850.00
014146	Manfredi, Gina	PV-160899	3/3/2016	LOTTERY REIMB.	010-11000-0-11100-10000-43000-0	\$51.78
014097	McGRAW-HILL SCHOOL EDUCATION	PV-160998	8/4/2016	87153000001	010-42030-0-11100-10000-43000-0	\$645.62
014092	MEDICAL BILLING TECH, INC.	PV-160945	2/29/2016	AR-18539	010-56400-0-11100-10000-58000-0	\$5.51
014092	MEDICAL BILLING TECH, INC.	PV-160997	3/7/2016	AR-18617	010-56400-0-11100-10000-58000-0	\$1.08
013063	MICHELLE NUCKOLS	PV-160900	3/3/2016	LOTTERY REIMB.	010-11000-0-11100-10000-43000-0	\$28.05
013882	MOBILE MODULAR MGT. CORP.	PV-160994	3/5/2016	951719,951805,951833	010-00000-0-00000-81000-56000-0	\$1,360.00
014103	MUNOZ, JACOB	PV-160993	3/23/2016	TRAVEL REIMB.	010-07200-0-11100-10000-52000-0	\$1,022.42
012836	OFFICE DEPOT, INC.	PV-160901	3/3/2016	MULTI-INV	010-07200-0-11100-10000-43000-0	\$417.88
012836	OFFICE DEPOT, INC.	PV-160947	3/10/2016	MULT-INV	010-07200-0-11100-10000-43000-0	\$383.61
012836	OFFICE DEPOT, INC.	PV-160999	3/23/2016	MULT-INV	010-07200-0-11100-10000-43000-0	\$558.07
013214	PEARSON EDUCATION	PV-160951	2/19/2016	4024367618	010-07200-0-11100-10000-43000-0	\$4,055.16
013958	PERSONNEL CONCEPTS	PV-160950	3/10/2016	ACCT# 25P422549	010-00000-0-00000-72000-43000-0	\$13.72
014179	PITNEY BOWES	PV-160932	3/3/2016	6 MONTH MAIL BOX FEE	010-00000-0-00000-72000-59000-0	\$103.00
014179	PITNEY BOWES	PV-160933	3/3/2016	387588	010-00000-0-00000-72000-59000-0	\$98.22
014179	PITNEY BOWES	PV-160948	3/3/2016	387588	010-00000-0-00000-72000-59000-0	\$98.22
014179	PITNEY BOWES	PV-161000	3/7/2016	491995	010-00000-0-00000-72000-59000-0	\$87.45
014084	RAUL BRAVO	PV-160938	3/10/2016	H&W Reimb	010-00000-0-00000-72000-58000-0	\$500.00
012434	SCHOLASTIC INC	PV-160929	1/30/2016	C#0492852165	010-11000-0-11100-10000-43000-0	\$104.00
012434	SCHOLASTIC INC	PV-160930	1/15/2016	C#0397516154	010-11000-0-11100-10000-43000-0	\$100.00
013951	SEBASTIAN	PV-161011	1/12/2016	64261	010-81500-0-00000-81000-58000-0	\$150.00
014111	SISC	PV-160955	3/10/2016	HW MAR 2016	010-00000-0-00000-00000-95024-0	\$61,452.99
014111	SISC	PV-160956	3/10/2016	HW MAR 2016	010-00000-0-00000-00000-95028-0	\$4,398.20
014111	SISC	PV-160957	3/10/2016	HW MAR 2016	010-00000-0-00000-71000-34020-0	\$6,567.40
014111	SISC	PV-160958	3/10/2016	HW FEE	010-00000-0-00000-72000-58000-0	\$363.90
013902	SOUTHWEST SCH. & OFFICE SUPPLY	PV-160902	2/19/2016	PINV0113497	010-11000-0-11100-10000-43000-0	\$42.34
013902	SOUTHWEST SCH. & OFFICE SUPPLY	PV-161001	3/4/2016	PINV0119075	010-11000-0-11100-10000-43000-0	\$66.97
013902	SOUTHWEST SCH. & OFFICE SUPPLY	PV-161002	3/2/2016	PINV0117890	010-11000-0-11100-10000-43000-0	\$70.07
013902	SOUTHWEST SCH. & OFFICE SUPPLY	PV-161003	3/8/2016	PINV0120183	010-11000-0-11100-10000-43000-0	\$1,287.36
014197	Stanton Office Machine Company	PV-160903	2/19/2016	INV5041	010-00000-0-00000-72000-58000-0	\$51.17
014197	Stanton Office Machine Company	PV-160904	2/19/2016	INV5042	010-00000-0-00000-72000-58000-0	\$46.27

014197	Stanton Office Machine Company	PV-160905	2/26/2016	160112	INV5723	010-00000-0-00000-72000-58000-0	\$73.04
014197	Stanton Office Machine Company	PV-161004	3/10/2016	160112	INV6864	010-00000-0-00000-72000-58000-0	\$38.09
014197	Stanton Office Machine Company	PV-161005	3/21/2016	160112	INV7542	010-00000-0-00000-72000-58000-0	\$117.11
014197	Stanton Office Machine Company	PV-160953	3/7/2016	160112	INV6429	010-00000-0-11100-10000-43000-0	\$13.30
013267	Supplyworks	PV-160915	2/29/2016	160113	5162710-00	010-00000-0-00000-81000-43000-0	\$1,434.76
013267	Supplyworks	PV-160954	3/1/2016	160113	5162710-01	010-00000-0-00000-81000-43000-0	\$326.24
013130	SYSCO FOOD SERVICES	PV-160928	2/23/2016	602230168	602230168	010-00000-0-00000-37000-47000-0	\$368.48
013130	SYSCO FOOD SERVICES	PV-160926	1/29/2016	160201	601290127	010-60100-0-00000-37000-47000-0	\$692.73
013130	SYSCO FOOD SERVICES	PV-160927	1/26/2016	160201	601260173	010-60100-0-00000-37000-47000-0	\$46.48
013130	SYSCO FOOD SERVICES	PV-161006	3/15/2016	160201	603150356	010-60100-0-00000-37000-47000-0	\$144.94
005388	THE GAS COMPANY	PV-160906	3/3/2016	160041	ACCT#10841691008 FEB	010-00000-0-00000-81000-55000-0	\$1,231.05
012264	TIPTON AUTO PARTS	PV-160909	3/3/2016	160047	1962,2342,2359,2471	010-81500-0-00000-81100-43000-0	\$89.31
005760	TIPTON COMMUNITY SERVICES DIST	PV-160910	3/3/2016	160045	FEB ACCT#10040002	010-00000-0-00000-81000-55000-0	\$592.28
005763	TIPTON SCH REV CASH FUND		3/1/2016		DIESAL FUEL TAX	010-00000-0-00000-72000-59000-0	\$6.74
005763	TIPTON SCH REV CASH FUND		3/1/2016		DIESAL FUEL TAX	010-00000-0-11100-10000-43000-0	\$94.20
005763	TIPTON SCH REV CASH FUND	PV-161013	3/23/2016		POSTAGE	010-00000-0-11100-10000-59000-0	\$21.37
005763	TIPTON SCH REV CASH FUND	PV-160964	3/1/2016		DIESAL FUEL TAX	010-07230-0-00000-36000-43000-0	\$13.80
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160963	3/1/2016		161633	010-00000-0-11100-10000-43000-0	\$41.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160922	11/9/2015	160227	160756 SEPT-OCT	010-00000-0-71100-10000-58000-0	\$4,072.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160923	12/11/2016	160227	161111 NOV 2015	010-00000-0-71100-10000-58000-0	\$2,036.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160924	1/5/2016	160227	161167 DEC 2015	010-00000-0-71100-10000-58000-0	\$2,036.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160925	2/26/2016	160227	161625	010-00000-0-71100-10000-58000-0	\$2,036.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160962	3/2/2016	160227	161665	010-00000-0-71100-10000-58000-0	\$2,036.00
013463	TULARE COUNTY OFFICE OF EDUCAT	PV-160921	2/22/2016	160182	161549	010-07200-0-11100-10000-52000-0	\$160.00
012324	TULE TRASH COMPANY	PV-160911	2/17/2016	160182	161489	010-07200-0-11100-10000-58000-0	\$1,000.00
014180	U S POSTAL SERVICE	PV-160949	3/3/2016	160043	MAR ACCT#2677	010-00000-0-00000-81000-55000-0	\$985.90
014067	UNIVERSITY OF OREGON	PV-160939	3/10/2016		BOX787 MAIL FEE	010-00000-0-00000-72000-59000-0	\$206.00
013496	VALLEY PACIFIC PET. SERV., INC	PV-160912	2/3/2016		161-02038 Dibels Dat	010-00000-0-11100-10000-58000-0	\$330.00
013496	VALLEY PACIFIC PET. SERV., INC	PV-160914	2/25/2016	160106	INV420638	010-07230-0-00000-36000-43000-0	\$497.96
013333	VERIZON WIRELESS	PV-160913	3/10/2016	160106	INV-422903	010-07230-0-00000-36000-43000-0	\$668.21
012498	VISALIA TIMES-DELTA	PV-161015	2/19/2016	160101	9760771300	010-00000-0-00000-81000-59000-0	\$665.31
014228	YESENIA MENDOZA	PV-160995	2/1/2016	160241	0001565435	010-07200-0-11100-10000-58000-0	\$1,600.00
			3/23/2016		MILEAGE REIMB.	010-60100-0-11100-10000-52000-0	\$113.40

GENERAL FUND TOTAL EXPENDITURES FOR APY MARCH 2016

\$157,195.25

013412	AUTO-CHLOR SYS.OF FRESNO, INC.	PV-160890	1/26/2016	160058	276579	130-53100-0-00000-37000-43000-0	\$239.91
013412	AUTO-CHLOR SYS.OF FRESNO, INC.	PV-160891	2/23/2016	160058	276018	130-53100-0-00000-37000-43000-0	\$151.15
014101	B&B PEST CONTROL SERVICE	PV-160972	12/31/2015	160052	12-TIP-01	130-53100-0-00000-81000-55000-0	\$40.00
014101	B&B PEST CONTROL SERVICE	PV-160973	2/26/2016	160052	01-TIP-02	130-53100-0-00000-81000-55000-0	\$40.00
013354	CALIFORNIA DEPT. OF EDUCATION	PV-160918	12/18/2015	160222	SF-19925	130-53100-0-00000-37000-47000-0	\$624.00
014173	FLOWERS BAKING COMPANY	PV-160990	3/14/2016	160169	96469491	130-53100-0-00000-37000-47000-0	\$22.90
012907	FOCUS PACKAGING	PV-160941	3/2/2016	160200	207278	130-53100-0-00000-37000-43000-0	\$656.80
012921	GOLD STAR FOODS INC.	PV-160943	3/3/2016	160238	1620245	130-53100-0-00000-37000-47000-0	\$2,672.32
013130	SYSCO FOOD SERVICES	PV-160959	3/1/2016	160109	603010171	130-53100-0-00000-37000-47000-0	\$81.28
013130	SYSCO FOOD SERVICES	PV-160960	3/1/2016	160109	603010173	130-53100-0-00000-37000-47000-0	\$24.35
013130	SYSCO FOOD SERVICES	PV-160961	3/1/2016	160109	603010173	130-53100-0-00000-37000-47000-0	\$2,004.60
013130	SYSCO FOOD SERVICES	PV-161009	3/8/2016	160109	603080273	130-53100-0-00000-37000-47000-0	\$1,486.99

5. FINANCE: Action items:

5.2 Budget Revisions

Budget Revision Report

Control Number: 33038401

Fund:	0100	General Fund	Account Classification	Approved / Revised	Change Amount	Proposed Budget
Expenditures						
			010-07200-0-11100-24900-19000-0	\$56,066.59	\$33,933.41	\$90,000.00
				\$56,066.59	\$33,933.41	\$90,000.00
				\$0.00	\$33,331.00	\$33,331.00
				\$0.00	\$33,331.00	\$33,331.00
Certificated Salaries						
			010-07200-0-00000-24950-43000-0	\$1,500.00	\$3,500.00	\$5,000.00
			010-07200-0-11100-10000-41000-0	\$35,000.00	(\$35,000.00)	\$0.00
			010-07200-0-11100-10000-43000-0	\$91,822.00	\$8,178.00	\$100,000.00
			010-07200-0-11100-24900-43000-0	\$530.00	\$7,470.00	\$8,000.00
			010-07200-0-11327-10000-41000-0	\$0.00	\$30,000.00	\$30,000.00
			010-30100-0-11100-10000-44000-0	\$0.00	\$5,000.00	\$5,000.00
Books and Supplies				\$128,852.00	\$19,148.00	\$148,000.00
			010-00000-0-00000-71000-58000-0	\$15,000.00	\$10,000.00	\$25,000.00
			010-00000-0-00000-71910-58000-0	\$18,000.00	\$500.00	\$18,500.00
			010-00000-0-11100-10000-59000-0	\$0.00	\$100.00	\$100.00
			010-00000-0-71100-10000-58000-0	\$0.00	\$22,396.00	\$22,396.00
			010-07200-0-00000-24950-58000-0	\$1,800.00	(\$1,800.00)	\$0.00
			010-07200-0-00000-72000-58000-0	\$7,500.00	(\$7,500.00)	\$0.00
			010-07200-0-00000-81000-58000-0	\$76,632.37	(\$42,131.41)	\$34,500.96
			010-07200-0-11100-10000-52000-0	\$17,500.00	\$2,000.00	\$19,500.00
			010-07200-0-11100-10000-53000-0	\$0.00	\$500.00	\$500.00
			010-07200-0-11100-10000-58000-0	\$38,650.00	\$1,350.00	\$40,000.00
			010-07200-0-11350-10000-58000-0	\$500.00	(\$500.00)	\$0.00
			010-30100-0-11100-10000-52000-0	\$15,000.00	(\$5,000.00)	\$10,000.00
			010-60100-0-11100-10000-52000-0	\$0.00	\$115.62	\$115.62
			010-60100-0-11100-10000-58000-0	\$6,915.62	(\$115.62)	\$6,800.00

Budget Revision Report

Control Number: 33038401

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Services, Other Operating Expenses	\$197,497.99	(\$20,085.41)	\$177,412.58
Total Expenditures	\$382,416.58	\$66,327.00	\$448,743.58
Budgeted Unappropriated Fund Balance before this adjustment:			
		\$2,395,571.36	
Total Adjustment to Unappropriated Fund Balance:			
		(\$66,327.00)	
Budgeted Unappropriated Fund Balance after this adjustment:			
		\$2,329,244.36	

Budget Revision Report

Control Number: 33038401

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	3500 County School Facilities Fund - New Construction			
Expenditures				
	350-77110-0-00000-82000-58000-0	\$0.00	\$5,000.00	\$5,000.00
	Services, Other Operating Expenses	\$0.00	\$5,000.00	\$5,000.00
Total	Expenditures	\$0.00	\$5,000.00	\$5,000.00
Budgeted Unappropriated Fund Balance before this adjustment:				
Total Adjustment to Unappropriated Fund Balance:				
Budgeted Unappropriated Fund Balance after this adjustment:				

\$641,817.56
(\$5,000.00)
\$636,817.56

Budget Revision Report

Control Number: 33038401

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	5100 Bond Interest & Redemption Fund - #1			
Expenditures				
	510-99610-0-00000-91000-74340-0	\$0.00	\$39,701.00	\$39,701.00
Other Outgo		\$0.00	\$39,701.00	\$39,701.00
Total Expenditures		\$0.00	\$39,701.00	\$39,701.00
Budgeted Unappropriated Fund Balance before this adjustment:			\$67,018.55	
Total Adjustment to Unappropriated Fund Balance:			(\$39,701.00)	
Budgeted Unappropriated Fund Balance after this adjustment:			\$27,317.55	

Budget Revision Report

BGR030
anthonyh

3/30/2016
9:40:13AM

Control Number: 33038401

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 _____