

TIPTON ELEMENTARY SCHOOL DISTRICT REGULAR BOARD MEETING AGENDA

Tuesday, February 6, 2018
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 Correspondence
Review of First Interim Report

3. CONSENT CALENDAR: Action items:

- 3.1 Minutes of the Regular Board Meeting - January 9, 2018
- 3.2 Minutes of the Special Board Meeting - January 25, 2018
- 3.3 Field Trip, Conference, and Fundraiser Requests
- 3.4 Bond Engagement Letter 2016-2017
- 3.5 E-RATE Bid Acceptance – AMS.NET Service Provider
- 3.6 School Accountability Report Card, 2016-2017

4. ADMINISTRATIVE: Action items:

- 4.1 Approval of Resolution Number 2017-2018-12 Accelerating the Distribution of Proposition 51 School Facilities Funds
- 4.2 Approval of Updated Board Meeting Dates for June 2018
- 4.3 Assumption of Chair by Board Secretary
- 4.4 Interview Candidates of Provisional Appointment to Fill Vacated Board Seat
- 4.5 Selection/Approval of Provisional Appointment to Fill Vacated Board Seat
- 4.6 Oath of Office/Installation of Provisional Appointee
- 4.7 Assumption of Chair by Board President

5. FINANCE: Action items:

- 5.1 Vendor Payments
- 5.2 Budget Revisions
- 5.3 Building Fund (Measure C) Financial and Performance Audits for the Year Ended June 30, 2017

6. **INFORMATION: (Verbal Reports & Presentations)**
 - 6.1 **MOT--FOOD SERVICE—PROJECTS**
 - Update on Proposition 36
 - Multi-Purpose Building
 - Update Progress Meeting Notes #32
 - Update Progress Meeting Notes #33
 - Update Progress Meeting Notes #34
 - Update Progress Meeting Notes #35

7. **ANY OTHER BUSINESS -**
 - 7.1 Quarterly Board Policy Updates
 - 7.2 Rural Schools Basketball Tournament Hosted by Tipton Elementary School

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 Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint

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

9. **RECONVENE TO OPEN SESSION**

10. **REPORT OUT FROM CLOSED SESSION**

11. **ADJOURNMENT**

The Board upon discussion and a vote of agreement, the Board 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, February 1, 2018

2. Public Input:

2.3 Correspondence Review of First Interim Report

Tulare County Office of Education

Committed to Students, Support and Service

Jim Vidak
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 733-6328
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

January 15, 2018

Mr. Anthony Hernandez, Superintendent
Tipton School District
PO Box 787
Tipton, CA 93272

SUBJECT: REVIEW OF FIRST PERIOD INTERIM REPORT, 2017-18

Dear Anthony:

The county office has reviewed the 2017-18 First Period Interim Report of the Tipton School District, and will be able to certify to the California Department of Education that the district has submitted a positive report for the period ending October 31, 2017.

We find that these documents reflect a satisfactory fiscal position and indicate the district will be able to meet its financial obligations during this fiscal year and the two subsequent years as certified by your governing board. We thank you for the timely filing of your Interim Report with our office. The efforts of your staff in the preparation and submission of this report along with the supporting documentation is appreciated.

Please read our attached addendum for further comments and recommendations.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call at 733-6474.

Sincerely,



Craig Wheaton
Deputy Superintendent, Administrative Services
Tulare County Office of Education

CW/es
Encls.

cc: Greg Rice, Board President
District Business Manager

BACKGROUND

Our review of the district’s 2017-18 First Period Interim Report and the comments included are based on information the district had available at the time the Interim Report was prepared. The Legislative Analyst’s Office and the Governor’s proposed budget for 2018-19 reflect significant increased revenue projections. As a result, the Governor has proposed fully funding the Local Control Funding Formula in 2018-19 at a cost of \$3 Billion dollars. Two years earlier than previously planned for. His proposal also includes \$1.8 billion in discretionary one-time Proposition 98 funding. These two items alone could significantly improve the near term financial position of the district.

We can be hopeful the Governor’s proposed funding increases will become reality. However, the Department of Finance’s 2018-19 Budget Summary cautions that the state will continue to face uncertain times, including the ramifications of the recently enacted federal tax bill. The Budget Summary also points out that actions by the federal government could easily overwhelm the fiscal capacity of the state and that California’s relationship with the federal government has never been more uncertain.

SUPPLEMENTAL/CONCENTRATION GRANT vs. BASE FUNDING

The new Local Control Funding Formula (LCFF) provides for additional funding to be provided for English learners, free and reduced-price meal program eligible students, and foster youth (Targeted Students). Once the LCFF is fully funded, the specific amount generated by the Targeted Students will be used to increase or improve services for those students. Until LCFF is fully funded, a growth formula is used to establish increases each year that should be used for the benefit of the Targeted Students. This growth formula results in a much larger increase each year for the Targeted Student funding than the Base funding for all students. As a result, it will be problematic for a district to pay for district wide cost increases out of smaller Base funding increases. Below is a table that reflects the district’s disproportionate increase between LCFF Base and Targeted funding for the 2017-18 fiscal year.

	2016-17	2017-18	\$ Change	% Change
Phase-In Entitlement	5,697,595	5,795,787	98,192	1.72%
Supplemental Concentration	1,523,084	1,546,553	23,469	1.54%
Base Funding	4,174,511	4,249,234	74,723	1.79%
Estimated ADA	550.15	550.20		
Per ADA Base Funding	7,587.95	7,723.07	135.12	1.78%

Costs requiring the use of unrestricted resources are outpacing increases of unrestricted funding. Caution is warranted when making any district commitments that will be funded out of LCFF Base funding.

RETIREMENT COSTS

The Governmental Accounting Standards Board Statement No. 68 (GASB 68) reporting requirements took effect for the 2014-15 financial statements for State and local government employers. Districts now need to recognize their proportionate share of the net pension liability (NPL) for both CalSTRS and CalPERS retirees in their accrual based financial statements (Audit Reports).

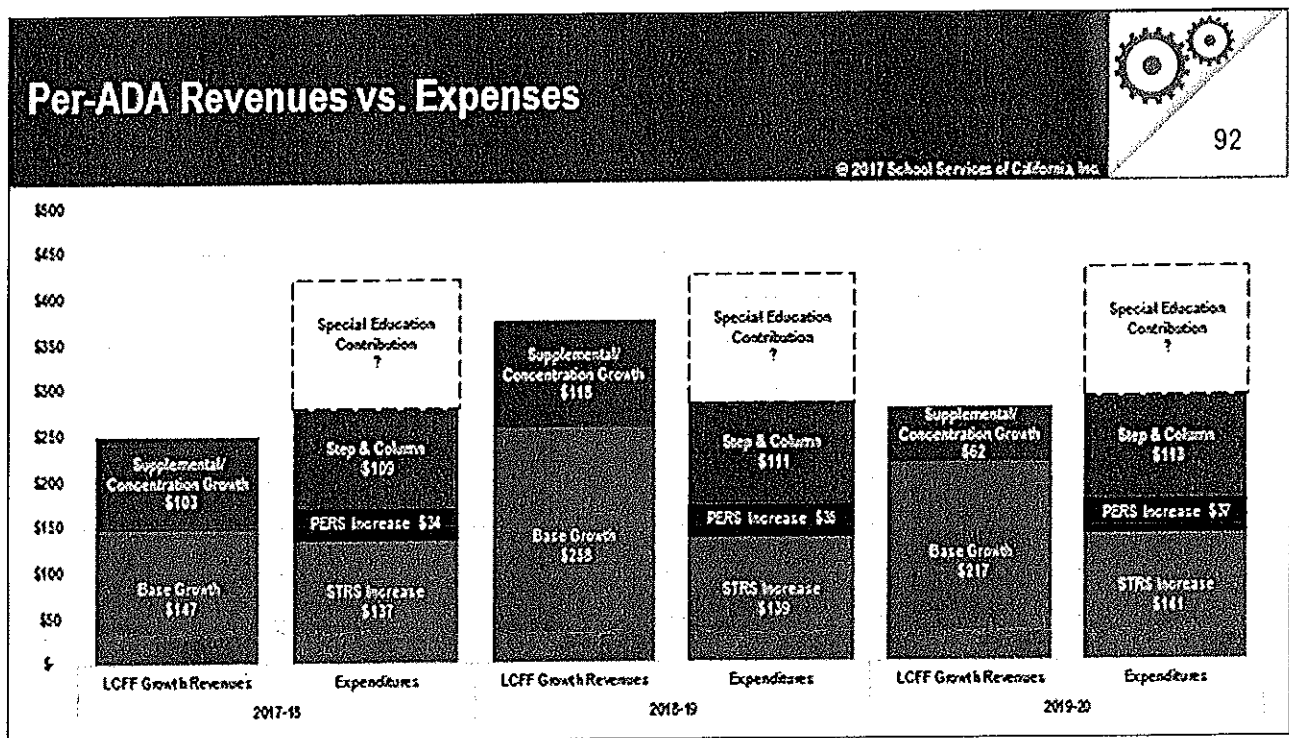
The CalPERS Board adopted changes to the actuarial assumptions that became effective June 30, 2015. The changes result in a projected increase to the employer contribution rates for 2015-16 and for the following five years. The CalPERS Circular Letter 200-012-14 dated March 10, 2014 provided projected rates for 2014-15 through 2020-21 which were subsequently modified as shown below. As previously mentioned, these rates are still subject to change.

CalPERS Actual and Projected Rates						
2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Projected	2019-20 Projected	2020-21 Projected
11.771%	11.847%	13.888%	15.531%	18.10%	20.80%	23.80%

Likewise, Assembly Bill 1469 increased the contribution rates that employers, employees and the state pay to support the State Teachers Retirement System. Employer rates will continue to increase until 2020-21.

CalSTRS Rates per Education Code Sections 22901.7 and 22950.5							
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.1%

The following chart was included in the handouts of the School Services Inc., 2017-18 School Finance and Management Conference. It gives perspective on the magnitude of retirement cost increases compared to anticipated LCFF funding increases for the average district.



RESERVES

Reserve Caps – Our office continues to reinforce the need for reserves over the state minimum reserve requirements. Past experience has clearly demonstrated these minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for nearly all districts. Many LEAs have established reserve policies calling for higher than state minimum reserves, recognizing their duty to maintain fiscal solvency.

This past October the Governor signed Senate Bill 751 which made significant changes to the previous Senate Bill 858 reserve cap requirements. The cap now allows for 10% of assigned or unassigned ending balances on a more limited number of district funds. It also exempts districts with fewer than 2,501 average daily attendance from the cap requirement.

The provisions of SB 751 are not imposed until the year after funds in the Public School System Stabilization Account equals or exceeds 3% of Proposition 98 funding for school districts. The State Superintendent of Public Instruction is required to notify districts and county offices of education when the conditions are met.

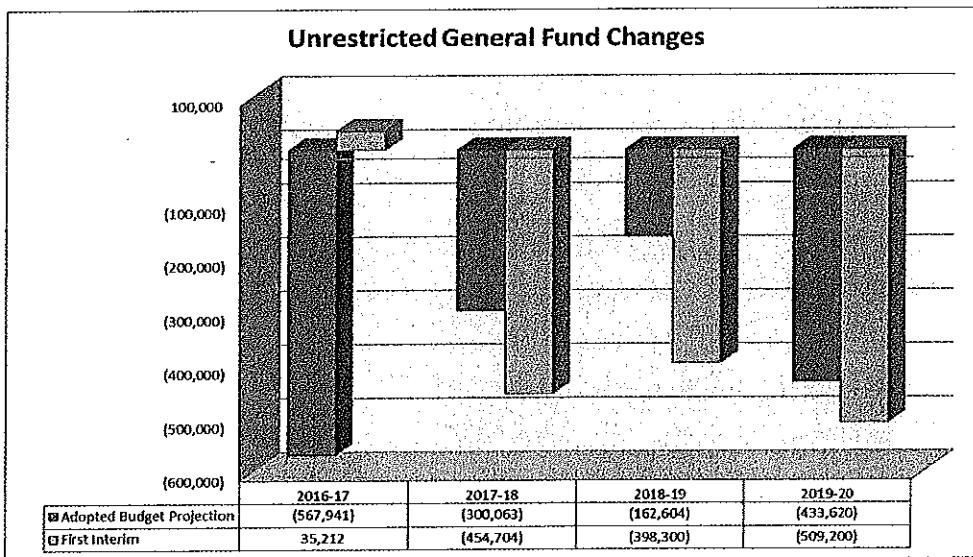
Full Accrual Financial Position As audit reports have begun to recognize long-term pension obligations under GASB 68, districts find their annual audit report may reflect a negative unrestricted balance on their Statement of Net Position. This will likely result in public concern over the fiscal management of the school district and higher costs associated with long-term financing. Below is a comparison of the district's 2016-17 unaudited actual available reserves (modified accrual basis of accounting) compared to the 2016-17 audited unrestricted net position, which includes the full accrual impact of GASB 68.

Unaudited Actuals Available Reserves	Audit Report Unrestricted Net Position	Difference
\$2,638,040	-\$2,116,686	-\$4,754,726

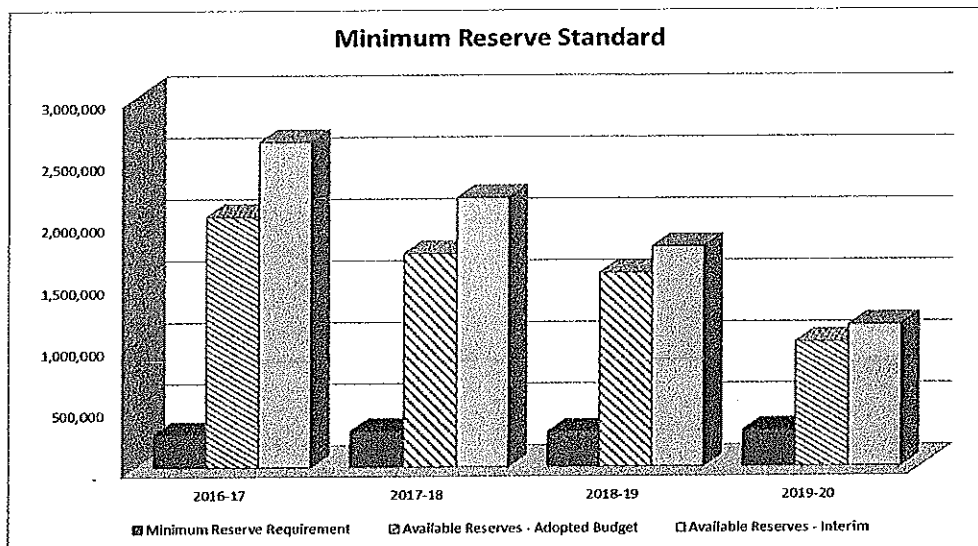
Beginning with fiscal year 2017-18, district audit reports will also reflect the full impact of long-term commitments for Other Post-Employment Benefits (Retiree health plans) under GASB 75. This will further reduce a district's unrestricted net position.

LOCAL CONTROL FUNDING FORMULA PROJECTIONS

Below is a comparison of the district's adopted budget and the current interim's anticipated change in the unrestricted general fund balance. The differences primarily represent an updated beginning balance for the year, changes in state LCFF estimates and changes in district provided ADA estimates.



The next graph presents the district's 2017-18 First Interim reserve status compared with the original adopted budget and state minimum reserve requirement.



COMMENTS AND RECOMMENDATIONS

This section of our letter lists comments and recommendations we consider appropriate as a result of our review and current state budget projections.

- *The district is projecting current and future reserves that reflect a sound fiscal position. We commend the district for maintaining a secure financial position.*
- *The district is projecting significant deficit spending over the current and subsequent two fiscal years. This trend in declining balances must be addressed by the district to maintain district solvency.*
- *On page 3 of Form 01CSI the district is indicating it expects student attendance to be 99.5% of CBEDS enrollment. This is exceeding the district's historical average ratio by more than the state criterion.*
- *There are no additional comments or recommendations.*

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting –
January 9, 2018

Tipton Elementary School District

Minutes

REGULAR BOARD MEETING

Tuesday, January 9, 2018

7:00 p.m. District Conference Room

1. **CALL TO ORDER- FLAG SALUTE**

Board President Greg Rice, called the meeting to order at 7:00 p.m. and led the flag salute. Board Members present: Iva Sousa, Greg Rice, and John Cardoza. Shelley Heeger arrived at 7:08. Former Board President Tony Macedo resigned as a board member and was not present. Guests: Jeff Picket, Megan Rice, Doug Cardoza, Fernando Cunha, Sandra Cunha, Desiree Heinks, Mayra Toledo, Juan M. Nunez, Luke Smith, Fausto Martin, Monica Dieguez, Eusenia Hernandez, Jacob Munoz, and Anthony Hernandez.

2. **PUBLIC INPUT:**

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

2.3 Recognize Spelling Bee Participants

Mrs. Heinks recognized students who participated in the Spelling Bee. She stated that she was very proud of all the students who participated and was very excited to see new faces this year.

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

3.1 Minutes of December 5, 2017 Board Meeting

3.2 Field Trip and Facilities Requests

Motion to approve the consent calendar was made by John Cardoza and second by Iva Sousa.

Vote Yea 3/ No 0/ Abstain 0/ Absent 1

Yea - Iva Sousa, John Cardoza and Greg Rice

No - 0

Abstain - 0

Absent – 1 Shelley Heeger

4. **ADMINISTRATIVE: Action items:**

4.1 Notifying County Superintendent of Board's Decision Whether to Appoint or Call Election for Board Vacancy

Motion to approve and Notifying County Superintendent of Board's Decision to Appoint for Board Vacancy was made by John Cardoza and second by Iva Sousa.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

4.2 Agreement with TCOE for LVN Services

Motion to approve Agreement with TCOE for LVN Services was made by Iva Sousa and second by John Cardoza.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0
Absent – 0

4.3 Annual Report of Developer Fees 2016-2017

Motion to approve Annual Report of Developer Fees 2016-2017 was made by Iva Sousa and second by John Cardoza.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

4.4 Resolution #2017-2018-11 Resolution of the Board of Trustees of the Tipton Elementary School District Approving Certain Lease Financing Documents Relating to the Financing of Certain Capital Improvements in the District, and Authorizing and Directing Actions

Motion to approve updated Resolution #2017-2018-11 Resolution of the Board of Trustees of the Tipton Elementary School District Approving Certain Lease Financing Documents Relating to the Financing of Certain Capital Improvements in the District, and Authorizing and Directing Actions was made by Iva Sousa and second by John Cardoza.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

4.5 Multi-Purpose Building – Review and Consider Bid for Approval for Phase 2 and Phase 3

Motion to table Multi-Purpose Building – Review and Consider Bid for Approval for Phase 2 and Phase 3 was made by Iva Sousa and second by John Cardoza.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

Yea - 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 Shelley Heeger and second by John Cardoza.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

Yea - 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 Iva Sousa and second by Shelley Heeger.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

5.3 Audit Report for Year Ended June 30, 2017

Motion to approve Audit Report for Year Ended June 30, 2017 was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

Yea - 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

California School Dashboard Update

P-1 Attendance Report

Multi-Purpose Building

Update Progress Meeting Notes #28

Update Progress Meeting Notes #29

Update Progress Meeting Notes #30

Update Progress Meeting Notes #31

Mr. Munoz shared that the district was awarded a grant from California Education Partners to participate in a collaborative cohort focused on improving instruction. A team of four will represent Tipton in the preliminary meetings to determine the focus of the 3 year process.

Mr. Munoz shared the results of the Fall 2017 California School Dashboard release. Tipton School continues to examine both local and state data in order to reflect on and refine school wide practices.

Mr. Luke Smith updated the Board regarding the progress being made with the Multi-Purpose Building along with information regarding the gas line.

Mr. Anthony Hernandez presented an analysis to the Board sharing multi-year data for P1 and P2. He also shared the current P1 for 2017-2018.

7. ADJOURN TO CLOSED SESSION: 8:13 p.m.

8. RECONVENE TO OPEN SESSION: 9:15 p.m.

9. REPORT OUT FROM CLOSED SESSION:

7.1 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.
No action taken

10. ADJOURNMENT: 9:16 p.m.

Minutes approved February 6, 2018

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Minutes of the Special Board Meeting –
January 25, 2018

TIPTON ELEMENTARY SCHOOL DISTRICT
Minutes

SPECIAL BOARD MEETING

Thursday, January 25, 2018

6:00 p.m. District Conference Room

1. CALL ALL TO ORDER – FLAG SALUTE

*Board President Greg Rice, called the meeting to order at 6:00 p.m. and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, John Cardoza and Greg Rice
Guest: Anthony Hernandez*

2. PUBLIC INPUT:

3. ADMINISTRATIVE: Action items:

3.1 1st Amendment to 2013 QZAB Lease Documents

Motion made to approve 1st Amendment to 2013 QZAB Lease Documents was made by John Cardoza and second by Iva Sousa.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

3.2 Multi-Purpose Building – Review and Consider Bid for Approval for Phase 2 and Phase 3
Motion made to approve Bush Engineering, Inc. for Phase 2 and Phase 3 was made by Shelley Heeger and second by Iva Sousa.

Vote Yea 4/ No 0/ Abstain 0/ Absent 0

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

No - 0

Abstain - 0

Absent – 0

4. ADJOURNMENT: 7:15 p.m.

Minutes approved February 6, 2018

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.3 Field Trip, Conference, and Fundraiser Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Keen, Rother, Heinks GRADE 1st

CLASSES ATTENDING First Grade

DATE OF TRIP 3/23/18 NUMBER OF PUPILS 64 ADULTS 5

DESTINATION Impact Center Planetarium (Visalia/Park) *Blain*

BUS TO LEAVE SCHOOL AT 8:30 RETURN AT 1:45

BUS ROUTING AND STOPS Impact Center
Tipton to Mooney Blvd. Blain Park
on Court Street (fun lunch)

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Follow up and reinforcement
of Solar System Unit.

OTHER INFORMATION/STAFF CHAPARONE REQUEST: _____

COST \$ Cost of gas for bus only (will let you know)
CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO _____ HOW MANY 64 ? *final*
CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO _____ HOW MANY ? *count*

SIGNATURE OF TEACHER IN CHARGE Karen Keen

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Stacey Butterman

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Gilbert Valencia GRADE 5

CLASSES ATTENDING 5th

DATE OF TRIP 3/22/18 NUMBER OF PUPILS 51 ADULTS 13

DESTINATION Bus Hanford Bus Station - Sacramento

BUS TO LEAVE SCHOOL AT 4:15 Am RETURN AT PICK US UP IN Hanford at 8:52
BUS ROUTING AND STOPS Return to school by 9:45 PM

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

Dinner - ?

parent lunch 13 = \$39

COST \$ Train \$1807⁰⁰ Doughnuts - aprox - \$80⁰⁰

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO _____ HOW MANY 51 snacks - 3
breakfast

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO _____ HOW MANY 13 ↓

SIGNATURE OF TEACHER IN CHARGE Debrae Gilbert

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Butler

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Nucolo, Burrell, Pharis GRADE 8th

CLASSES ATTENDING 8th grade

DATE OF TRIP 2/8/18 NUMBER OF PUPILS 63 ADULTS 3-4

DESTINATION High School Farm (Tulare)

BUS TO LEAVE SCHOOL AT 11:00 RETURN AT 1:30

BUS ROUTING AND STOPS

Tipton → Farm
Farm back to Tipton

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ _____

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

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) Bettencourt GRADE 4-8th

CLASSES ATTENDING 4-8th perfect Attendance / Honor Roll

DATE OF TRIP 5/3/18 NUMBER OF PUPILS 75-100 ADULTS 3-4

DESTINATION Island Water Park

BUS TO LEAVE SCHOOL AT 8:30 am RETURN AT 4:00 pm.

BUS ROUTING AND STOPS

Tipton to Fresno (Island Water Park)
Fresno to Tipton
(NO STOPS)

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Reward for perfect attendance +
honor roll. 4th-8th grade

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 19.99 per person

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO Just snacks and water
HOW MANY 75-100

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO will confirm before
HOW MANY trip

SIGNATURE OF TEACHER IN CHARGE Shirley Bettencourt

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) Gilbert / Valencia GRADE 4-8

CLASSES ATTENDING 4-8

DATE OF TRIP 5/23/18 NUMBER OF PUPILS 50 ADULTS 2

DESTINATION Grizzlies game Fresno

BUS TO LEAVE SCHOOL AT 9:00 RETURN AT 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: FNL

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO _____ HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO _____ HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Debbie Gilbert

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) Gilbert GRADE K-8

CLASSES ATTENDING Poetry + Prose Groups

DATE OF TRIP TBA NUMBER OF PUPILS _____ ADULTS _____

DESTINATION JCOE

BUS TO LEAVE SCHOOL AT TBA RETURN AT _____

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ _____

CAFETERIA LUNCHESES NEEDED FOR STUDENTS: YES NO _____ HOW MANY _____

CAFETERIA LUNCHESES NEEDED FOR ADULTS: YES NO _____ HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Debbie Gilbert

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Stan Bull

34th Annual
Poetry & Prose
ON STAGE 2018

*A TCOE Oral Interpretation
Event for Grades K-8.*

This is a perfect opportunity for all students to share a piece of literature expressively before an appreciative, enthusiastic audience.

March 13, 15, 16, 19, 20, 21

EACH DAY: 9:00 a.m., 10:15 a.m., and 11:30 a.m.

☆☆ TCOE Administration Building ☆☆
6200 S. Mooney Blvd., Visalia
(just south of Mooney Grove Park)

Registration Due: Friday, February 16th, 2018

Early deadline accomodates arranging for busses. Inform us if you need to be scheduled with another school. Please limit special requests only for unavoidable hardships.

Please return the registration forms to: Nancy Bellin
Tulare County Office of Education
Mail: PO Box 5091, Visalia CA 93278-5091
Email: nancyb@tcoe.org, or Fax to: (559) 739-0310

BEAUTIFUL KEEPSAKES

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Nichols GRADE 6-8

CLASSES ATTENDING Ag In the Classroom

DATE OF TRIP 2/14/18 NUMBER OF PUPILS 22 ADULTS 2 -Teacher -Aide Bus Drive 1

DESTINATION Tulare International Agri-Center (World Ag Expo)

BUS TO LEAVE SCHOOL AT 8:30 RETURN AT 11:30

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Hands on learning. (Ag Education)

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

If I'm not able to walk, an Admin or another teacher, may have to go. (Will know by first week of Feb.)

COST \$ 25 X 10 = 250⁰⁰ - (CTE Grant)

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Michelle Mack

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

Tipton Elementary School District

Name of Club: 5th grade

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 1/17/18 Submitted by: Debbie Gilbert

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Catalog sales

Location of activity: _____

Facilities needed: NONE

Items to be sold: items from catalog

Date of activity: 2/1/18 - 2/23/18

Time of activity: From _____ a.m./p.m. To: _____ a.m. /p.m.

Item/Ticket selling price: \$ varies

Cash Box required? Yes No

Number of items purchased for sale: — @ \$ — each = \$ —

ASB purchase order required? Yes No

How much income is anticipated? \$ 1500 how much expense is anticipated? \$ 0


How will profit be used? Sacramento Trip


Fundraiser Contact Person: Debbie Gilbert

Phone Number: _____

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by:

Principal/Superintendent: 

Business Manager/ASB Adiministrator: 

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Tipton Elementary School District

Name of Club: ASES

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 1/16/18 Submitted by: Yesenia Mendoza

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Valentine Grams

Location of activity: ASES Program

Facilities needed: Kitchen

Items to be sold: taguis grams, Chocolate dipped strawberries

Date of activity: Feb. 10-14

Time of activity: From 1 a.m./p.m. To: 4:30 a.m./p.m.

Item/Ticket selling price: \$ 1.00 - 2.00

Cash Box required? Yes No

Number of items purchased for sale: _____ @ \$ _____ each = \$ _____

ASB purchase order required? Yes No

How much income is anticipated? \$ 200.00 how much expense is anticipated? \$ 100.00

How will profit be used? It will go for end of the year Carnival

Fundraiser Contact Person: Mrs. Jenny

Phone Number: 804-6636

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: Shacey B...
Principal/Superintendent:

Business Manager/ASB Adiministrator: [Signature]

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Tipton Elementary School District

Name of Club: 6th grade

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 1/29/18 Submitted by: Manfredi, Rocha Landeros

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Valentine grams

Location of activity: School grounds

Facilities needed: N/A

Items to be sold: candy / smencil grams

Date of activity: 2/14/18

Time of activity: From 8 a.m./p.m. To: 3 a.m./p.m.

Item/Ticket selling price: \$ 1.50

Cash Box required? Yes No

Number of items purchased for sale: 3 lbs @ \$ 2.48 each = \$ 7.44

ASB purchase order required? Yes No

How much income is anticipated? \$ 150 how much expense is anticipated? \$ 7.44

How will profit be used? towards seion funds

Fundraiser Contact Person: _____

Phone Number: _____

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by:

Principal/Superintendent: 

Business Manager/ASB Adiministrator: _____

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Tipton Elementary School District

Name of Club: Student Council

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 1/31/18 Submitted by: Debbie Gilbert

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Dance

Location of activity: school Cafeteria

Facilities needed: school Cafeteria

Items to be sold: water, nachos

Date of activity: 2/19/18

Time of activity: From 6:00 a.m./p.m. To: 8:30 a.m./p.m.

Item/Ticket selling price: \$ 3.00

Cash Box required? Yes No

Number of items purchased for sale: Donated each = \$ _____

ASB purchase order required? Yes No

How much income is anticipated? \$ 400.00 how much expense is anticipated? \$ 265.00

How will profit be used? school activities

Fundraiser Contact Person: Debbie Gilbert

Phone Number: _____

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: [Signature]
Principal/Superintendent: _____
Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

3. CONSENT CALENDAR: Action items:

3.4 Bond Engagement Letter 2016-2017



M. Green and Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

December 5, 2017

REBECCA AGREDEANO, C.P.A.

MARLA D. BORGES, C.P.A.

NICOLE A. CENTOFANTI, C.P.A.

WM. KENT JENSEN, C.P.A.

KATHLEEN M. LAMPE, C.P.A.

LYNN M. LAMPE, C.P.A., C.F.E.

R. IAN PARKER, C.P.A.

ELAINE D. REULE, C.P.A., C.F.E.

GIUSEPPE SCALIA, C.P.A.

NATALIE H. SIEGEL, C.P.A.

LARRY W. AYERS, C.P.A.

JAMES G. DWYER, C.P.A.

KEVIN M. GREEN, C.P.A.

GREG GROEN, C.P.A.

ALAN S. MOORE, C.P.A.

D. CHRIS NEESE, E.A.

KENNETH B. NUNES, C.P.A.

KEITH M. SPRAGUE, C.P.A.

KENNETH W. WHITE, JR., C.P.A.

NORIKO A. AWBREY, C.P.A.

BRENDA A. DADDINO, C.P.A.

JASON A. FRY, C.P.A., M.S.A.

TRACY L. MCINTYRE, C.P.A.

KRYSTAL PARREIRA, C.P.A., M.S.A.

MARY L. QUILLIN, C.P.A.

RACHEL L. SCHROEDER, C.P.A.

GIBILU VANDERWALL, C.P.A.

KRISTI WEAVER, C.P.A.

ROSALIND WONG, C.P.A.

Board of Trustees and Citizen's Bond
Oversight Committee for Measure C
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

Dear Governing Board and Committee Members:

We are pleased to confirm our understanding of the services we are to provide Tipton Elementary School District for the year ended June 30, 2017. We will audit the financial statements of the 2014 Measure C General Obligation Bond Fund, including the related notes to the financial statements, which collectively comprise the 2014 Measure C General Obligation Bond Fund's basic financial statements of Tipton Elementary School District as of and for the year ended June 30, 2017. As part of our engagement, we will review the District's compliance with requirements established as part of the 2014 Measure C General Obligation Bond Fund issuance. The purpose is to verify that the use of the funds is within the scope of the published materials with the Measure C ballot specifying the intended use of the funds and to satisfy the requirements for a "financial and performance audit" as referred to in Proposition 39 subparagraph (c) of paragraph (3) of subdivision (b) of section 1 of Article XIII A of the California Constitution and Sections 15272 and 15286 of the California Education Code.

Financial Audit Objectives

The objective of our audit is the expression of an opinion as to whether your 2014 Measure C General Obligation Bond Fund financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to above when considered in relation to the 2014 Measure C General Obligation Bond Fund financial statements taken as whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial and performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of Tipton Elementary School District and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Tipton Elementary School District's 2014 Measure C General Obligation Bond Fund financial statements. Our report will be addressed to the Board of Trustees and the Citizen's Bond Oversight Committee. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgement prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Dinuba
Hanford
Lindsay
Tulare
Visalia

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Tipton Elementary School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Performance Audit Objectives

The objective of our performance audit is to determine that the District expended 2014 Measure C General Obligation Bond Funds for the year ended June 30, 2017 only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees and listed in the respective Exhibit A Bond Project List in its Resolution 2014-15-05 which became a part of the ballot measure, in accordance with the requirements of Education Code Section 15286 and the California Constitution.

The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, the Citizen's Bond Oversight Committee, others within the entity and specific legislative or regulatory bodies, and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial and performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests or accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Tipton Elementary School District's financial statements. Our report will be addressed to the Board of Trustees and Committee Members of Tipton Elementary School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statement or performance audit are other than modified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgement prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures –General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

Audit Procedures-Internal Controls

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during our audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tipton Elementary School District's compliance with applicable laws, regulations contracts, agreements, and grants including Proposition 39 and provisions of Measure C. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, related notes and all accompanying information of Tipton Elementary School District's 2014 Measure C General Obligation Bond Fund in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation in the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. All adjustments to the underlying accounting information for financial statement presentation will be discussed with management prior to the release of the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants, and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.

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

With regard to the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offerings, official statements or other documents.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management is responsible for the 2014 Measure C General Obligation Bond Fund financial statements, related notes and all accompanying information and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, related notes and all accompanying information and that you have reviewed and approved the financial statements, related notes and all accompanying information prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is also responsible for the design, implementation and administration of applicable policies that may be required under the *Affordable Care Act*. As M. Green and Company LLP is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your District's compliance with the *Affordable Care Act*.

Management is also responsible for appointing a Citizen's Bond Oversight Committee and for providing them with an annual financial and performance audit regarding the Bonds.

Engagement Administration, Fees and Other

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practices. Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work we perform for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

We understand that your employees will prepare all cash or other confirmations, audit worksheets and schedules we request, and will locate any documents selected by us for testing. We will not undertake any accounting services (including but not limited to reconciliation or accounts and preparation of requested schedules) without obtaining approval through a written change order for such additional work. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner; it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our report to Tipton Elementary School District; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, for purposes of a quality review of the audit, or to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of M. Green and Company LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The audit shall be commenced as soon as mutually agreeable and shall be completed and a final report filed no later than the 31st day of January following the close of each fiscal year. Rebecca Agredano, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that M, Green and Company LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be based on the amount of time required at our billing rates, adjusted for the difficulty and potential risk of the work, plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee including expenses will not exceed \$4,200. Our billing rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our fee is based on anticipated cooperation from your personnel and the assumption that any unexpected circumstances, such as significant changes in audit guide procedures, implementations of and/or assistance with new GASB statements, or significant summarization procedures, will not be encountered during the audit.

All invoices will be due and payable upon presentation, and failure to pay them, within a reasonable time (usually thirty (30) days), will relieve us from responsibility to perform further services. Financing charges will be added at 1.5 percent per month on all accounts unpaid over sixty (60) days after they are billed. Tipton Elementary School District acknowledges and agrees that we are not required to continue work in the event of Tipton Elementary School District's failure to pay on a timely basis for services rendered as required by this engagement letter.

Tipton Elementary School District further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Tipton Elementary School District's failure to pay on a timely basis for the services rendered as required by this engagement letter, we shall not be liable to Tipton Elementary School District for any damages that occur as a result of our ceasing to render services. We may require a retainer or retainers, which will be applied to current billings as billed. If we elect to terminate our services, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

In addition, you further agree that in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M. Green and Company LLP in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and cost for our time at our rates adjusted for the difficulty and potential risk of the work, as well as any legal or other fees that we incur as a result of such appearances or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transactions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressees. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

In recognition of the relative risks and benefits of this agreement to both client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not be greater than the total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation applies to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

As your CPA firm, we collect:

- Information provided by you from worksheets, documents, and discussions.
- Information that we develop as part of your engagement.

As your CPA firm, we are required to keep all information about our engagement confidential so we will not disclose any information about you unless we have your approval or are required/permitted by law. This applies even if you are no longer a client.

As your CPA firm, we are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information.

The documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. It is our company policy to keep records related to client engagements for seven years. However, M. Green and Company LLP (typically) does not keep any original client records, so we will return those to you at the completion of the services rendered under your engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

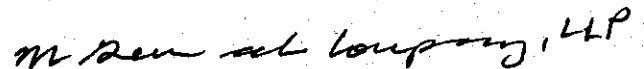
By your signature below, you acknowledge and agree that upon the expiration of the seven year period, M. Green and Company LLP may destroy our records related to your engagement.

We have provided you with a copy of our most recent external peer review report and any subsequent reports received during the period of the contract. Accordingly, our 2014 peer review report accompanies this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to Tipton Elementary School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

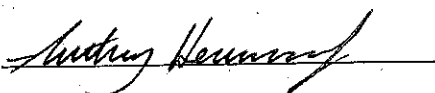
Very truly yours,



M. GREEN AND COMPANY LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Tipton Elementary School District.

By: 

Title: Co-Superintendent of Business

Date: 1-19-18



California Society of CPAs
1800 Gateway Dr., Ste. 200
San Mateo, CA 94404

December 1, 2014

Lynn Lampe, CPA
M. Green and Company, LLP
308 S M St
Tulare, CA 93274

Dear Ms. Lampe:

It is my pleasure to notify you that on November 20, 2014 the California Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2017. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

A handwritten signature in cursive script that reads "Linda McCrone".

Linda McCrone, CPA
Director, Peer Review Program

cc: William V. Allen

Firm Number: 10100246 Review Number 363048

WILLIAM V. ALLEN, Jr.

CERTIFIED PUBLIC ACCOUNTANTS

SYSTEM REVIEW REPORT

August 22, 2014

To the Partners of M. Green and Company, LLP and
The Peer Review Committee of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of M. Green and Company, LLP (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review we considered reviews conducted by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

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

In our opinion, the system of quality control for the accounting and auditing practice of M. Green and Company, LLP in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*.

M. Green and Company, LLP has received a peer review rating of *pass*.

3. CONSENT CALENDAR: Action items:

3.5 E-RATE Bid Acceptance – AMS.NET Service Provider

E-Rate Bid Evaluation Worksheet

Funding Year: 2018 Page 1 of 1

Billed Entity Name: Tipton Elementary School District

Project or Service: Network Electronics

of Responders: 2

FRN:

Vendor Scoring

Selection Criteria	Weight*	AMS.NET		GigaKorn		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
		Raw Score**	Weighted Score***	Raw Score	Weighted Score						
Price	40%	2	0.80	1	0.40						
Experience & Qualifications	25%	2	0.50	2	0.50						
Accuracy of Bid	20%	2	0.40	2	0.40						
Service	10%	2	0.20	2	0.20						
Contingency	5%	2	0.10	1	0.05						
			0.00		0.00						
			0.00		0.00						
Overall Ranking			100		78					0	0

Notes: Comments, if needed:

* Percentage weights must add up to 100%. Price is the heaviest weighted criteria
 ** Evaluated on a "Ranking" scale: Lowest Ranking #=worst - Highest Ranking #=best
 *** Weight x Raw Score

Vendor Selected: AMS.NET

Approved By: Anthony Hernandez

Signature: Anthony Hernandez

Print Name: Anthony Hernandez

Title: Co-Supervisor in Charge of Business Services

Date: 1/24/18



AMS.NET
Technology Solution Provider

Table of Contents

Cover Letter	Section 1
RFP Response Documents	Section 2
RFP Summary Sheet	Section 3
Appendix Documents	Section 4



AMS.NET
Technology Solution Provider

AMS.NET, Inc.
Headquarters
502 Commerce Way
Livermore, CA 94551
925-245-6100
925-245-6150 Fax
www.ams.net

January 15, 2018

Ray Valenzuela
RE: Network Electronics RFP Tipton Elementary School District

Thank you for the opportunity to respond to your Erate RFP. AMS.NET is a Cisco Meraki Gold Partner and has been working with K-12 schools for over 25 years.

Per your RFP, I have included the attached quote in response. This quote matches the specifications and includes the specified Meraki network equipment.

All prices are guaranteed for the duration of the E-Rate funding cycle. The specified configuration and installation are included with this equipment. All taxes, shipping and delivery are included.

If you have any questions regarding the quotes or our response to your RFP, please contact me at your convenience.

Sincerely,

Sean Harrington



AMS.NET
Technology Solution Provider

Sean Harrington
Account Manager
sharrington@ams.net
559-547-2867
www.ams.net
Celebrating More Than **25** Years

Project will be awarded based on the evaluation criteria set forth herein. Price will be evaluated based on the sum total of the Base Bid, Basic Maintenance, and all Additive Alternates.

The bidder agrees that upon receipt of Owner's "Notice to Proceed", he/she will provide all required documents within ten (10) calendar days after the documents are presented for execution.

The bidder has carefully examined the RFP documents and specifications for this project that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the bidder, if awarded the contract, on the date to be stated in the OWNER'S Notice to Proceed.

NAME OF BIDDER:
FULL NAME OF ALL PARTNERS OR LEGAL NAME OF CORPORATION AMS. Net, Inc.
(TYPE OR PRINT)

AUTHORIZED CONTACT / BID PREPARER / SALES REPRESENTATIVE: Sean Harrington
BUSINESS ADDRESS: 502 Commerce Way Livermore, CA 94551
(TYPE OR PRINT)

TELEPHONE: 925.745.6100 EMAIL: Sharrington@a.ms.net
BY: [Signature] Joseph Moorman, Vice President
(SIGNATURE IN INK) (TYPE OR PRINT NAME OF TITLE AND SIGNATURE)
jmoomau@a.ms.net

"I declare, under penalty of perjury, that the information provided and representations made in this bid are true and current and that this declaration was executed on 1/16/18 (date) at Livermore, California."

PRESIDENT OF CORPORATION: [Signature] 1/16/18
(SIGNATURE IN INK) DATE
Robert Tocco, President
(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

SECRETARY OF CORPORATION: [Signature] 1/16/18
(SIGNATURE IN INK) DATE
Joseph Moorman, Vice President
(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

CALIFORNIA STATE CONTRACTOR'S LICENSE NO.: 763508 FEDERAL I.D. NO.: 94-3291624

LICENSE EXPIRATION DATE: 4/30/18

TYPE OF LICENSE: C-7

LICENSE IN THE NAME OF: AMS.NET, Inc.
(TYPE OR PRINT NAME)

CORPORATE SEAL:
(IF APPLICABLE)

3 - CONTINGENCY FEE AS A STANDARD PRACTICE

PROJECT: 0292-17C.1 NETWORK ELECTRONICS
OWNER: TIPTON ELEMENTARY SCHOOL DISTRICT

The "Owner" establishes a classification "Contingency Fee"; for adds/moves/changes as affected by the construction/funding schedule, changes to campus environment. This classification applies to all construction work. This classification is not based on permanent physical elements of construction. Rather, the classification items are cost components common to construction, project, and program estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping and handling.

Bidder agrees that the contingency will be used for adds, moves and changes requested by the owner during the construction process for eligible services only. If the owner does not request adds, moves or changes the contingency will be given back to the E-rate program.

Please fill in one of the following:

YES AMS .NET (company name) **does include** contingency as a standard business practice as defined above.

If YES please provide the "Contingency Fee" amount in percentage.

Equal to 10 % (not to exceed 10%) of the Base Bid amount. The E-rate Contingency Amount shall be:

Seven Hundred Ninety-Dollars
\$ and 46 Cents Dollars (\$ 790.46).

-OR-

NO _____ (company name) **does not include** contingency as a standard business practice as defined above.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct. Executed at Civermere, California, on 1/16, 2018.

Firm Name AMS .NET, INC.

By _____

Signed [Signature]

Printed Name Joseph Moorman

Title Vice President

Category 2 Internal Connections - Version 16.4

Reference Number		BEN	Name	Eligible Cost per BEN
Required - Not Imported	Required		For Reference only - Not Imported	Required
7	106651			
8	106651			
9	106651			

Category 2 Internal Connections - Version 16.4

Tab	Column and Row	Error
-----	----------------	-------

6 - NONCOLLUSION AFFIDAVIT

PROJECT: 0292-17C.1 NETWORK ELECTRONICS
OWNER: TIPTON ELEMENTARY SCHOOL DISTRICT

(Public Contract Code Section 7106)

State of)
California)

County of Alameda) ss
Of)

Joseph Moorman
Vice President of AMS.NET, Inc. being first duly sworn, deposes and says that he or she is the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

[Signature]
(SIGNATURE OF BIDDER)

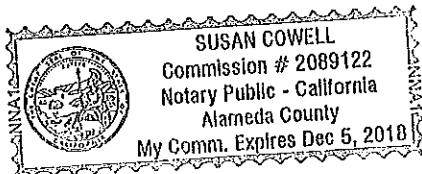
NOTARY FOR NONCOLLUSION AFFIDAVIT

Subscribed and sworn to (or affirmed) before me this day 1/16, 2018.

[Signature]
(SIGNATURE OF NOTARY)

Susan Cowell
(TYPED NAME OF NOTARY)

[SEAL OF NOTARY]



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda

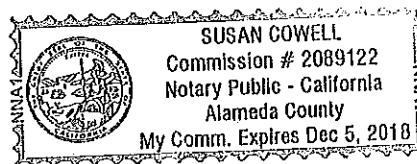
On 11/16/18 before me, Susan Cowell, Notary Public
(Insert name and title of the officer)

personally appeared Joseph Moorman
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Susan Cowell (Seal)



7 – STATE MASTER CONTRACT FORM

PROJECT: 0292-17C.1
OWNER: Tipton Elementary School District

Please provide the following information concerning the State Master Contract being used for the Year 21 E-rate Project for the Tipton Elementary School District.

State Master Contract No. (Provide Contract Numbers for all components listed on the Form 471 Attachment Sheet)

- (1) CMAS #3-11-70-0291U
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Please attach a copy of the State Master Contract that includes all eligible products listed on the Form 471 Attachment Sheet.

July 29, 2015

Ms. Diana Monaghan
AMS.NET, Inc
502 Commerce Way
Livermore, CA 94551

Subject: RENEWAL of AMS.NET, Inc.'s California Multiple Award Schedule (CMAS)

CMAS Contract No.: 3-11-70-0291U, SUPPLEMENT NO. 6
CMAS Contract Term: July 29, 2015 through December 31, 2018
Base GSA Schedule No.: GS-35F-0563U

The State of California accepts your firm's offer and renews the attached California Multiple Award Schedule (CMAS) contract for the term identified above. The contract has been awarded the same contract number as the original CMAS contract. This contract number must be shown on each invoice rendered. Additionally, this letter shall not be construed as a commitment to purchase any or all of the State's requirements from your firm. Prior approval is required from the State for all news releases regarding this contract.

It is your firm's responsibility to furnish, upon request, a copy of this CMAS contract to State and local government agencies. A complete CMAS contract includes the following: 1) this acceptance letter, 2) CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit), 3) CMAS terms and conditions, 4) Federal GSA terms and conditions, and 5) product/service listing and prices. The CMAS Unit strongly recommends that government agencies place orders with Contractors who provide ALL of the contract elements described above.


To manage this contract, Contractors are directed to the "CMAS Contract Management and Information Guide", which can be accessed at www.dgs.ca.gov/pd/programs/leveraged/amas.aspx, then select the "For Suppliers/Contractors" link. This guide covers topics such as CMAS Quarterly Reports, amendments, extensions, renewals, Contractor's change of address or contact person, company name change requests, and marketing your CMAS contract.

It is the Contractor's responsibility to submit on a timely basis detailed CMAS Quarterly Reports (along with any applicable incentive fees).

THE NEXT QUARTERLY REPORT DUE FOR THIS CONTRACT IS Q3-2015 (JUL-SEP)
DUE BY OCT 15, 2015.

The "Approved CMAS Contractor" logo is only available to CMAS contract holders for display at conferences or on other marketing material. A login and password is required to download the logo. Go to <http://www.dgs.ca.gov/pd/Resources/FormsResourcesLibrary.aspx>, then select "Reference Material"; click on "CMAS Logos" under the heading "Marketing Tools". At the prompt, enter the login: "cmassupplier" and the password: "amas010194".

Should you have any questions regarding this contract, please contact me at 916/617-3687. Thank you for your continued cooperation and support of the CMAS Program.


MICHAEL WONG, Program Analyst
California Multiple Award Schedules Unit

State of California
MULTIPLE AWARD SCHEDULE
AMS.Net, Inc.

CONTRACT NUMBER:	3-11-70-0291U
SUPPLEMENT NO.:	6
CMAS CONTRACT TERM:	7/29/2015 through 12/31/2018
CONTRACT CATEGORY:	Information Technology Goods & Services
APPLICABLE TERMS & CONDITIONS:	<u>September 8, 2014</u>
MAXIMUM ORDER LIMIT:	\$500,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	<u>GS-35F-0563U</u>
BASE SCHEDULE HOLDER:	Westcon Group North America, Inc.

This contract provides for the resale of Cisco products and Cisco branded services. Supplier provides own installation and configuration services. Additional services sold under this contract will be provided by Cisco. (See page two for specific restrictions applicable to this contract.)

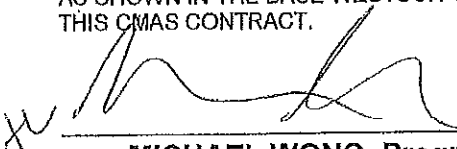
NOTICE: Products and/or services on this CMAS contract may be available on a Mandatory Statewide Contract (formerly Strategically Sourced Contract). If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

The purpose of this supplement is to renew this contract through 12-31-18. In addition, this supplement replaces in its entirety AMS.NET INC.'s existing California Multiple Award Schedule (CMAS) that expires on 8-31-15. The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated September 8, 2014, products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract.

IMPORTANT NOTICE TO STATE AGENCIES REGARDING CLOUD COMPUTING SOLUTIONS

Cloud computing solutions for Software as a Service (SaaS) are permitted under this CMAS Contract. Cloud Infrastructure as a Service (IaaS) and Cloud Platform as a Service (PaaS) are not permitted under the CMAS Program. One or more of the brands offered under this CMAS contract may be associated with IaaS or PaaS. It is incumbent upon both the CMAS supplier as well as the ordering agency to ensure that IaaS and PaaS products are not purchased under this contract.

ANY REFERENCE TO A SPECIFIC MANUFACTURER'S OR PUBLISHER'S WARRANTY OR TERMS AND CONDITIONS AS SHOWN IN THE BASE WESTCON GROUP NORTH AMERICA, INC'S GSA SCHEDULE ARE NOT APPLICABLE TO THIS CMAS CONTRACT.



MICHAEL WONG, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **07/29/2015**

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
AMS.NET, INC.
CMAS NO. 3-11-70-0291U, SUPPLEMENT NO. 6**

Agency non-compliance with the requirements of this contract may result in the loss of delegated authority to use the CMAS program. Contractor non-compliance with the requirements of this contract may result in contract termination.

Contractor non-compliance with the requirements of this contract may result in contract termination.

CMAS PRODUCT & SERVICE CODES

The CMAS Product & Service Codes listed below are for marketing purposes only. Review this CMAS contract and the base contract identified below for the products and/or services available on this contract.

Brand-Cisco
Data Commun- Component
Data Commun- Equipment
LAN/WAN-Component
LAN/WAN-System
LAN/WAN-Wireless Network

AVAILABLE PRODUCTS AND/OR SERVICES

Only products from the manufacturer(s) listed below are available within the scope of this contract:

CISCO

The ordering agency must verify all products and/or services are currently available on the base GSA schedule at the GSA eLibrary. Access the GSA eLibrary at www.gsaellibrary.gsa.gov.

EXCLUDED PRODUCTS AND/OR SERVICES

Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) cloud products and related services, electronic commerce services, training, and Information Technology Professional Services (SIN 132-51) are not available under this contract.

CMAS BASE CONTRACT

This CMAS contract is based on some or all of the products and/or services and prices from GSA #GS-35F-0563U (Westcon Group North America, Inc.) with a GSA term of 9/5/2008 through 9/4/2018 including Supplement No. 0815. The term of this CMAS contract incorporates an extension of three months beyond the expiration of the base GSA contract, and is shown in the "CMAS Term Dates" on page 1.

Replace "Westcon Group North America, Inc." with "AMS.Net, Inc. where "Westcon Group North America, Inc." is referenced in the federal GSA multiple award Contract Terms and Conditions.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be mailed to the following address, or faxed to (925) 245-6150:

AMS.Net, Inc.
502 Commerce Way
Livermore, CA 94551
Attn: Tom Vasconi

Agencies with questions regarding products and/or services may contact the contractor as follows:

Contact: Diana Monaghan
Phone: (925) 245-6100 Ext. 6101
E-mail: dmonaghan@ams.net

CALIFORNIA SELLER'S PERMIT

AMS.Net, Inc.'s California Seller's Permit No. is 97642448. Prior to placing an order with this company, agencies should verify that this permit is still valid at the following website: www.boe.ca.gov.

When issuing an order to an authorized reseller listed on a CMAS contract, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

CONTRACT PRICES

The maximum prices allowed for the products and/or services available in this CMAS contract are those set forth in the base contract identified on page 2 of this contract.

The ordering agency is encouraged to seek prices lower than those on this CMAS contract. When responding to an agency's Request for Offer (RFO), the contractor can offer lower prices to be competitive.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual RFOs and purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this CMAS contract. The ARRA Supplemental Terms and Conditions can be accessed at www.documents.dgs.ca.gov/pd/polliproc/ARRATand%20C081009final.pdf.

WARRANTY

For warranties, see the federal GSA schedule and the CMAS Terms and Conditions, General Provisions, CMAS Warranty.

"E-RATE ATTACHMENT to SERVICE AGREEMENT"

for

PROJECT 0292-17C.1 Network Electronics for Tipton Elementary School District

THIS ATTACHMENT, hereafter referred to as "Attachment", is entered into by and between the Tipton Elementary School District, hereinafter called "Owner", and AMS .NET, hereinafter called "Service Provider", and is an attachment to the Agreement provided by the Service Provider, hereafter referred to as "Agreement". Owner and Service Provider are sometimes individually referred to as "Party" and collectively as "Parties." The terms and conditions set forth in this Attachment shall take precedent over any other agreement between the Parties.

NOW, THEREFORE, the Parties, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. Scope of Work. The Service Provider agrees to furnish all services and/or equipment necessary to perform and complete, in a good workmanlike manner, the work in strict accordance with the Request for Proposal No. 0292-17C.1 Network Electronics for Tipton Elementary School District.
2. Contingency. The Service Provider understands that the Agreement is contingent on the Owner's receipt of federal and/or state funds for the work covered under the Agreement. If the Owner does not receive adequate federal and/or state funds, the Agreement shall be null and void. In the event that the Agreement is rendered void, the Owner will not be liable for any costs incurred by the Service Provider prior to the issuance of a Notice to Proceed.
3. Total Contract Price. As full consideration for the faithful performance of the agreement, District shall pay to Contractor, subject to any additions or deductions as provided in the Contract Documents, the sum of:

Total sum of Base Bid

Seven Thousand, Nine-Hundred Four Dollars and 59 Cents Dollars (\$ 7,904.59).

Total sum of Alternate #1

_____ Dollars (\$ _____).

Contingency amount (if applicable)

Seven Hundred Ninety-Dollars
and 46 Cents Dollars (\$ 790.46).

CONTRACTOR LEAVE BLANK TO BE FILLED IN BY THE OWNER

Total sum of Base Bid + Contingency and Additive Alternates #1 _____, #2 _____, #3 _____, #4 _____, #5 _____,

_____ Dollars (\$ _____).

4. Payment. The payment method for the agreed upon service shall be USAC's Service Provider Invoicing (SPI). Service Provider agrees to invoice the Owner for the undiscounted amount of the service only and shall be responsible to prepare and submit the Form 474 for the reimbursement of the discounted amount from USAC. The Service Provider agrees that prior to submitting the Form 472,
 - a. Service Provider has performed the services that reimbursement is being requested for, and
 - b. Service Provider has submitted a discounted invoice to the Owner for the reimbursement amount being requested for.

In the event that the Owner authorizes the Service Provider to begin service prior to filing a Form 486 (Receipt of Service Confirmation Form), the Owner agrees to pay the Service Provider in full for the discounted and undiscounted amount of the accepted service(s) received. The Owner

shall, at their sole discretion, seek reimbursement for the discounted amount of the service provided from USAC. The Owner shall do so by preparing and submitting a Form 472 Billed Entity Applicant Reimbursement (BEAR) to USAC. Service Provider agrees to remit any and all reimbursement payments received by the Service Provider as a result of a Form 472 filed by the Owner, within 20 business days after receipt of funds released by USAC.

5. Service Delivery. In compliance with the E-rate program rules, Parties agree that the service(s) under the Agreement will not begin prior to July 1, 2018, or extend beyond September 30, 2019, without prior approval of USAC. Parties agree that no service(s) may commence until the Service Provider has received a duly authorized written Notice to Proceed from the Owner.
6. Growth Clause. The Parties agree that during the term of the Agreement the Owner may increase the scope of the agreed upon service(s) in whatever manner that best meet the interest of the Owner. No change to the Agreement shall be enforceable unless agreed upon in writing by both Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed and delivered as of the Effective Date set forth in the introductory paragraph above.

"OWNER"

Tipton Elementary School District

By: *Anthony Hernandez*

Name: *Anthony Hernandez*

Title: *Co-Superintendent of Business*

Date: *1/24/18*

"SERVICE PROVIDER"

AMS.NET, Inc

By: *Joseph Moorman*

Name: *Joseph Moorman*

Title: *Vice President*

Date: *1/16/18*

EXHIBIT – A “TIPTON ELEMENTARY SCHOOL EQUIPMENT SCHEDULE”

Hardware	Quantity
Cisco Meraki MR33	14
Cisco Meraki 5 Year Cloud Controller License for (MR33's)	14

END EXHIBIT – A

END OF RFP

3. CONSENT CALENDAR: Action items:

3.6 School Accountability Report Card, 2016-2017



Tipton Elementary School

370 North Evans Rd • Tipton, CA 93272 • (559) 752-4213 • Grades K-8

Stacey Bettencourt, Principal
sbettencourt@tipton.k12.ca.us
www.tiptonschool.org

2016-17 School Accountability Report Card Published During the 2017-18 School Year



Tipton Elementary School District

370 North Evans Rd
Tipton, CA 93272
(559) 752-4213
www.tiptonschool.org

District Governing Board

Greg Rice
Iva Sousa
John Cardoza
Shelley Heeger

District Administration

Anthony Hernandez
Superintendent
Stacey Bettencourt
Co-Superintendent/Principal
Fausto Martin
MOT Supervisor

School Description

Principal's Message

Tipton Elementary School District is the main hub of the community. The school is a safe, caring place for students. The grounds and buildings reflect the pride of ownership of both the students and staff. Technology has been an emphasis for several years — two fully equipped computer labs, 6 iPads in each K-2 classroom, and in all 3rd through 8th grade classrooms we have implemented a 1 to 1 Chromebook initiative. Our teachers each have a laptop and printer setup in their classrooms.

Tipton Elementary School's staff has always been committed to providing each student with learning opportunities. Students are held to high expectations and the staff work toward providing an instructional program that is aligned to the California State Standards in English language arts and mathematics. Each teacher is fully credentialed and each possesses the training and certification to work with second-language students.

Tipton Elementary School's philosophy of education is to provide a continuation of essential learning. It is our ultimate goal to provide each student with basic facts and experiences. These will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through personal development in initiative, resourcefulness, and responsibility.

Tipton Elementary School is a Title I school in year five of Program Improvement. Students and staff have made steady progress this year in addressing the needs of students. The staff has continued to emphasize teaching the standards that will enable students to make adequate progress on the CAASPP assessment.

Vision Statement

Tipton Elementary's vision is to provide quality instruction that integrates character development and academic achievement for all students.

Mission Statement

At Tipton Elementary, we are developing a culture of high expectations, academic excellence, and self-efficacy. Character education is of vital importance to the process. We want our students to have the knowledge, skills, and morality to lead our society into the future. It is our responsibility to guide them through this process.

About the SARC

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

2016-17 Student Enrollment by Grade Level	
Grade Level	Number of Students
Kindergarten	83
Grade 1	58
Grade 2	76
Grade 3	55
Grade 4	46
Grade 5	74
Grade 6	60
Grade 7	59
Grade 8	53
Total Enrollment	564

2016-17 Student Enrollment by Group	
Group	Percent of Total Enrollment
Black or African American	0.5
American Indian or Alaska Native	0.2
Asian	1.1
Filipino	0
Hispanic or Latino	90.2
Native Hawaiian or Pacific Islander	0
White	2.1
Two or More Races	0.2
Socioeconomically Disadvantaged	90.6
English Learners	69.9
Students with Disabilities	3.7
Foster Youth	0.7

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials			
Tipton Elementary School	15-16	16-17	17-18
With Full Credential	29	28	28
Without Full Credential	0	0	0
Teaching Outside Subject Area of Competence	0	0	0
Tipton Elementary School District	15-16	16-17	17-18
With Full Credential	♦	♦	28
Without Full Credential	♦	♦	0
Teaching Outside Subject Area of Competence	♦	♦	0

Teacher Misassignments and Vacant Teacher Positions at this School			
Tipton Elementary School	15-16	16-17	17-18
Teachers of English Learners	0	0	0
Total Teacher Misassignments	0	0	0
Vacant Teacher Positions	0	0	0

* "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc. Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2017-18)

The Tipton Elementary School District has purchased Standards-aligned textbooks and instructional materials in the core curriculum areas of reading/language arts, math, science, history/ social science, health, and science laboratory equipment. The District can verify each student has access to his or her own copy of Standards-aligned textbooks and instructional materials for use in the classroom and at home.

Textbooks and Instructional Materials Year and month in which data were collected: 09/2017	
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption
Reading/Language Arts	Treasures (K- 5) Adopted 2011 Glencoe/McGraw-Hill (6-8) Adopted 2011 The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0%
Mathematics	GO Math! Houghton Mifflin Harcourt (K-8) Adopted 2014 The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0%
Science	Harcourt (K-5) Adopted 2007 Glencoe/McGraw-Hill (6-8) Adopted 2007 The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0%
History-Social Science	Scott Foresman, History-Social Science for California (K-5) Adopted 2006 Glencoe/McGraw-Hill, Glencoe Discovering Our Past (6-8) Adopted 2006 The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0%
Science Laboratory Equipment	N/A The textbooks listed are from most recent adoption: N/A

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements (Most Recent Year)

Tipton Elementary School was originally built in 1874. The current school site was built in 1959. In November of 2014 the community of Tipton approved a general obligation bond for site modernization, health, safety, and energy efficiency improvements, modernization of outdated classrooms, restrooms, and school facilities, and construction of a multipurpose room for school and community use. Construction of the multipurpose room is projected to begin in winter of 2016.

The remainder of the 19.2-acre campus is well maintained. The school's athletic facilities include a track, soccer fields, and basketball courts that are open to the public after school hours. Every building on campus is alarmed for security after school hours.

Covert cameras are in place to film all movements during and after school hours. The only gate that remains open during the school day is the front gate, leading to the office.

The District takes pride in the cleanliness and adequacy of the school grounds, building, and restroom, including any maintenance needed to ensure quick and prompt repairs. The overall emphasis of the District is to maintain appropriate facilities for our students.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 01/17/18				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces		X		Stained ceiling tiles need to be replaced. Rooms 101 and 102 have paint flaking on exterior of building. Repairs to be made in February 2018.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains		X		Multiple restrooms only have partial sink functionality. Repairs to be made in February 2018.
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			
Overall Rating	Exemplary	Good	Fair	Poor
		X		

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. The CAAs have replaced the California Alternate Performance Assessment [CAPA] for ELA and mathematics, which were eliminated in 2015. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

2016-17 CAASPP Results for All Students						
Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	15-16	16-17	15-16	16-17	15-16	16-17
ELA	33	35	33	35	48	48
Math	27	26	27	26	36	37

* Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in Science for All Students						
Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)					
	School		District		State	
	14-15	15-16	14-15	15-16	14-15	15-16
Science	47	51	47	51	56	54

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The 2016-17 data are not available. The California Department of Education is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was piloted in spring 2017. The CST and CMA for Science will no longer be administered.

Grade Level	2016-17 Percent of Students Meeting Fitness Standards		
	4 of 6	5 of 6	6 of 6
5	23.7	26.3	11.8
7	15	23.3	8.3

* Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**2015-16 CAASPP Results by Student Group
Science (grades 5, 8, and 10)**

Group	Number of Students		Percent of Students	
	Enrolled	with Valid Scores	w/ Valid Scores	Proficient or Advanced
All Students	123	121	98.4	51.2
Male	63	61	96.8	45.9
Female	60	60	100.0	56.7
Hispanic or Latino	114	112	98.3	50.9
Socioeconomically Disadvantaged	104	103	99.0	47.6
English Learners	51	51	100.0	25.5

* Science test results include CSTs, CMA, and CAPA in grades five, eight, and ten. The "Proficient or Advanced" is calculated by taking the total number of students who scored at Proficient or Advanced on the science assessment divided by the total number of students with valid scores. Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**School Year 2016-17 CAASPP Assessment Results - English Language Arts (ELA)
Disaggregated by Student Groups, Grades Three through Eight and Eleven**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	366	359	98.09	34.54
Male	190	183	96.32	30.05
Female	176	176	100	39.2
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	330	324	98.18	34.88
White	12	11	91.67	54.55
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	339	333	98.23	33.93
English Learners	295	289	97.97	34.6
Students with Disabilities	20	20	100	10
Students Receiving Migrant Education Services	13	12	92.31	50
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

School Year 2016-17 CAASPP Assessment Results - Mathematics
Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	367	361	98.37	25.76
Male	190	184	96.84	25.54
Female	177	177	100	25.99
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	329	324	98.48	26.85
White	13	12	92.31	16.67
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	340	335	98.53	25.67
English Learners	294	289	98.3	25.95
Students with Disabilities	21	21	100	4.76
Students Receiving Migrant Education Services	13	12	92.31	33.33
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

Opportunities for Parental Involvement (School Year 2017-18)

All families are encouraged to become informed and actively involved. We invite everyone to attend and participate in our School Site Council, English Learner Advisory Committee, PSO, Back-to-School Night, Kindergarten Orientations, Open House, informational meetings, and student performances throughout the year. We encourage parents to volunteer in classrooms, the library, or chaperone field trips.

The Parent Staff Organization (PSO) operates during the school year to provide help and support for various programs at the school. The school Fall Festival is the main fundraiser for the PSO. Funds earned this school year are used to help with class parties, field trips, and other co-curricular activities.

For more information on how to become involved at the school, please contact Principal Stacey Bettencourt at (559) 752-4213.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

School Safety Plan

Our School Safety Plan is in the process of being revised and updated. The team consists of the superintendent, principal, supervisor of maintenance, operations and transportation, and other staff members and parents.

The Safety Plan will provide explicit directions for every emergency situation that could occur on campus. Parents interested in obtaining a complete copy of the plan may request one from the Principal. The School Safety Plan was most recently updated and presented to the staff in January 2015.

Suspensions and Expulsions			
School	2014-15	2015-16	2016-17
Suspensions Rate	3.0	3.1	4.1
Expulsions Rate	0.0	0.2	0.0
District	2014-15	2015-16	2016-17
Suspensions Rate	3.0	3.1	4.1
Expulsions Rate	0.0	0.2	0.0
State	2014-15	2015-16	2016-17
Suspensions Rate	3.8	3.7	3.6
Expulsions Rate	0.1	0.1	0.1

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

2017-18 Federal Intervention Program		
Indicator	School	District
Program Improvement Status	In PI	Not In PI
First Year of Program Improvement	2006-2007	
Year in Program Improvement	Year 5	
Number of Schools Currently in Program Improvement	1	
Percent of Schools Currently in Program Improvement	100	

Academic Counselors and Other Support Staff at this School	
Number of Full-Time Equivalent (FTE)	
Academic Counselor	0.0
Counselor (Social/Behavioral or Career Development)	0.0
Library Media Teacher (Librarian)	0.0
Library Media Services Staff (Paraprofessional)	1.0
Psychologist	0.4
Social Worker	0.2
Nurse	0.2
Speech/Language/Hearing Specialist	0.4
Resource Specialist	1.0
Other	
Average Number of Students per Staff Member	
Academic Counselor	N/A

* One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Average Class Size and Class Size Distribution (Elementary)												
Grade	Average Class Size			Number of Classrooms*								
				1-20			21-32			33+		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
K	18	17	21	5	4	1			3			
1	22	18	19		4	18	3					
2	18	18	25	3	3				15			
3	19	16	18	4	3	15						
4	23	24	23				18	18	12			
5	22	21	25		6		18	12	18			
6	18	22	17	21		10		21	4			

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

Professional Development provided for Teachers

Based on the analysis of CAASPP data as well as local assessments the district has implemented the research based Developmental Reading Assessment (DRA) as well as a guided reading program intended to differentiate instruction and meet the needs of each individual student, especially our EL population. The district has implemented the Teacher's College Writing Workshop units of study, which is a standards based writing program that allows teachers and instructional aides to work on the individual needs of each child. Professional Development is delivered by consultants during our early release days, by attending workshops, or during the regular school day by providing substitutes for classroom teachers. The district is implementing a data driven tiered reading as well as language intervention program to target struggling English learners, and accelerate their learning to meet grade level expectations. Teachers are supported through follow up meetings with administration to discuss the implementation as well as student data that is generated through the assessment process.

FY 2015-16 Teacher and Administrative Salaries		
Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$48,232	\$42,598
Mid-Range Teacher Salary	\$65,463	\$62,232
Highest Teacher Salary	\$84,131	\$80,964
Average Principal Salary (ES)	\$102,757	\$102,366
Average Principal Salary (MS)		\$104,982
Average Principal Salary (HS)		
Superintendent Salary	\$122,536	\$117,868
Percent of District Budget		
Teacher Salaries	33%	32%
Administrative Salaries	6%	7%

* For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at www.cde.ca.gov/ds/fd/cs/.

FY 2015-16 Expenditures Per Pupil and School Site Teacher Salaries				
Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Restricted	Unrestricted	
School Site	\$7,070	\$1,380	\$5,690	\$73,129
District	◆	◆	\$5,690	\$69,673
State	◆	◆	\$6,574	\$61,939
Percent Difference: School Site/District			0.0	8.3
Percent Difference: School Site/ State			0.2	19.9

* Cells with ◆ do not require data.

Types of Services Funded

- Provide highly qualified highly trained staff in all TK-8 classrooms with a teacher to pupil ratio of less than or equal to 24:1. Small class sizes allow our teachers to build quality relationships with our students and to develop a deeper understanding of their individual needs.
- Provide reading intervention support for students who are performing below grade level with the purpose of accelerating student learning and closing the achievement gap. Our intervention approach is data driven and employs flexible groupings based on student need. Our local data has demonstrated strong growth for our students who participate in this intervention.
- Provide our students with access to a variety of technology in order to develop 21st century knowledge and skills.
- Provide our students with access to computer based programs that will individualize instruction in order to accelerate their learning.
- Provide all students with access to rich reading material and other media for both instructional and recreational purposes with the goal of engaging students in powerful reading experiences.
- Provide summer school in order to accelerate the learning of our students who are performing below grade level.
- Provide access to enrichment programs and electives focused around Science, Technology, Engineering, Arts, and Mathematics. In order to create a collegial school culture of inclusivity the TESD has committed to improving school attendance, reducing suspensions and expulsions, as well as increasing parent participation and voice in local decision making. In order to achieve these goals we will provide the following direct services to our students and school community:
 - Provide a health aide to assist with student health issues and family outreach.
 - Provide school sponsored parent events, meetings, and workshops in order to increase participation in school decision making

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

4. ADMINISTRATIVE: Action items:

- 4.1** Approval of Resolution Number 2017-2018-12
Accelerating the Distribution of Proposition 51 School
Facilities Funds

**BEFORE THE GOVERNING BOARD OF THE
TIPTON ELEMENTARY SCHOOL DISTRICT**

RESOLUTION NO. 2017-2018-12

**ACCELERATING THE DISTRIBUTION OF PROPOSITION 51 SCHOOL FACILITIES
FUNDS**

WHEREAS, Article IX Section 5 of the California Constitution finds public education is a State responsibility; and

WHEREAS, Article 1 Section 28 of the California Constitution states that public schools shall be safe, secure and peaceful; and

WHEREAS, the voters of the State of California have, since 1982, consistently approved statewide school construction and modernization bond measures to provide resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, on November 8, 2016, voters of California passed Proposition 51 that authorized the State of California to sell \$9 billion worth of statewide school facilities bonds; and

WHEREAS, state school construction and modernization bond funds, as authorized by Proposition 51, are matched with funds provided by local communities through the passage of local bonds and developers fees; and

WHEREAS, the State of California is facing a more than \$2.5 billion backlog in project applications filed by school districts seeking matching state bond funds under current law; and

WHEREAS, many school districts filed their school facility grant fund applications back in 2012 and are still waiting on state funding to pay for school construction projects; and

WHEREAS, estimates place projected K-14 school facility needs between \$20 and \$60 billion over the next ten years; and

WHEREAS, the Tipton Elementary School District has \$2.5 million in facilities needs which may be partially funded by State bonds; and

WHEREAS, the Tipton Elementary School District applied for \$2.5 million in state matching grant funds in 2014; and

WHEREAS, it has been one year since voters approved Proposition 51, the Kindergarten through Community College Public Education Facilities Bond Act of 2016, and the State of California has only sold \$600 million of Proposition 51 funds; and

WHEREAS, this current pace of school bond sales does not meet the outstanding facilities needs of school districts across the state and could deprive another generation of students access to safe school campuses that are built to meet their academic need; and

WHEREAS, an average of more than 90% of previous statewide school bond funds were committed within four (4) years of the measure's passage; and

WHEREAS, school districts face rising construction costs the longer the state delays appropriately-sized bond sales, which forces school districts and taxpayers to pay more for less; and

WHEREAS, Proposition 98 and the new Local Control Funding Formula are intended to improve educational achievement for all students but do not provide dedicated facilities funding; and

WHEREAS, research demonstrates that quality school facilities have a positive impact on student academic performance, attendance and teacher job satisfaction; and

WHEREAS, the Coalition for Adequate School Housing supports the acceleration of Proposition 51 bond sales so that school districts receive the resources voters promised to adequately serve students, families and their communities;

NOW, THEREFORE, BE IT RESOLVED that the Tipton Elementary School District Board of Education calls on the State of California to accelerate the pace and scale of Proposition 51 school bond sales in 2018 to honor the will of California voters.

The foregoing Resolution was adopted by the Governing Board of the Tipton Elementary School District on the 6th day of February 6, 2018 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Governing Board of the
Tipton Elementary School District

I, Stacey Bettencourt, Secretary to the Governing Board of the Tipton Elementary School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 6th, 2018.

Secretary, Governing Board of the
Tipton Elementary School District

4. ADMINISTRATIVE: Action items:

4.2 Approval of Updated Board Meeting Dates for June 2018

**TIPTON ELEMENTARY SCHOOL DISTRICT
BOARD MEETING DATES
FOR THE YEAR 2018**

January 9, 2018	7:00 P.M.
February 6, 2018	7:00 P.M.
March 6, 2018	7:00 P.M.
April 3, 2018	7:00 P.M.
May 1, 2018	7:00 P.M.
June 5, 2018	7:00 P.M.
June 12, 2018	7:00 P.M.
July 10, 2018	7:00 P.M.
August 7, 2018	7:00 P.M.
September 4, 2018	7:00 P.M.
October 2, 2018	7:00 P.M.
November 6, 2018	7:00 P.M.
December 4, 2018	7:00 P.M.

4. ADMINISTRATIVE: Action items:

4.6 Oath of Office/Installation of Provisional Appointee

***CERTIFICATE OF APPOINTMENT OF
GOVERNING BOARD MEMBER***

THIS CERTIFIES that the undersigned, being the remaining members of the governing board of Tipton School District of Tulare County, California, on the date entered below have appointed _____ to the office of Member of the Governing Board of the above named district to replace Tony Macedo and to hold the office until the next governing board election of said district in November, 2018.

Dated: February 6, 2018

Signature of remaining Board Members

OATH OF OFFICE

State of California)
)
County of Tulare)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Governing Board Member of Tipton School District

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this 6 day of February, 2018.

(Signature of person administering oath)

(Title)

Before taking office, each member must take and subscribe this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer, or notary public. Send the **ORIGINAL** to the County Elections Office and a copy to the County Superintendent of Schools immediately after completion.

5. FINANCE: Action items:

5.1 Vendor Payments

Board Meeting February 6th, 2018

APY LIST

Vendor No	Vendor Name	Reference Number	Payment Date	PO #	Invoice No	Account Code	Amount
13971	ALMEIDA, VIRGINIA	180899	1/18/2018 12:00:00 AM	STC	OCT HV REIMB	010-90336-0-11100-10000-52000-0	\$32.70
13971	ALMEIDA, VIRGINIA	180900	1/18/2018 12:00:00 AM	STC	NOV HV REIMB	010-90336-0-11100-10000-52000-0	\$35.97
13971	ALMEIDA, VIRGINIA	180901	1/18/2018 12:00:00 AM	STC	DEC HV REIMB	010-90336-0-11100-10000-52000-0	\$36.52
13036	AMERICAN FIDELITY	180874	12/29/2017 12:00:00 AM	LTD	JANUARY 2018	010-00000-0-00000-00000-95204-0	\$390.80
3676	AMERICAN INCORPORATED	180788	12/21/2017 12:00:00 AM	7074865		010-81500-0-00000-81000-58000-0	\$138.25
12788	ARAMARK UNIFORM SERVICES INC	180876	1/11/2018 12:00:00 AM	792182232		010-00000-0-00000-81000-55000-0	\$231.52
12788	ARAMARK UNIFORM SERVICES INC	180896	1/18/2018 12:00:00 AM	601632713		010-00000-0-00000-81000-55000-0	\$182.09
12788	ARAMARK UNIFORM SERVICES INC	180897	12/21/2017 12:00:00 AM	601603477		010-00000-0-00000-81000-55000-0	\$223.20
12788	ARAMARK UNIFORM SERVICES INC	180898	12/28/2017 12:00:00 AM	601610759		010-00000-0-00000-81000-55000-0	\$199.39
12788	ARAMARK UNIFORM SERVICES INC	180789	12/14/2017 12:00:00 AM	792182232		010-00000-0-00000-81000-55000-0	\$257.37
12788	ARAMARK UNIFORM SERVICES INC	180798	1/4/2018 12:00:00 AM	792182232		010-00000-0-00000-81000-55000-0	\$206.75
13581	BIO CORPORATION	180877	1/11/2018 12:00:00 AM	V520739		010-00000-0-11100-10000-43000-0	\$345.35
13867	BUSWEST	180254	12/19/2017 12:00:00 AM	XA410001870:01		010-07230-0-00000-36000-43000-0	\$285.58
13868	BUSWEST	180254	12/18/2017 12:00:00 AM	XA410001247:02		010-07230-0-00000-36000-43000-0	\$198.90
12360	CA DEPARTMENT OF TAX AND FEE	180905	1/30/2018 12:00:00 AM	57-415488		010-07230-0-00000-36000-58000-0	\$35.16
13954	CANBY'S ACS, INC.	180871	1/3/2018 12:00:00 AM	29304		010-00000-0-00000-81000-43000-0	\$1,225.71
14311	CARDS DIRECT, INC	180878	1/11/2018 12:00:00 AM	C2145935		010-00000-0-00000-72000-43000-0	\$181.48
13309	CASBO	180909	12/20/2017 12:00:00 AM	601539		010-00000-0-00000-72000-52000-0	\$135.00
14245	CENTRAL VALLEY REFRIGERATION	180801	12/5/2017 12:00:00 AM	16713		010-00000-0-00000-81000-58000-0	\$439.78
12602	COLSON AUTO PARTS	180790	12/12/2017 12:00:00 AM	888697		010-07230-0-00000-36000-43000-0	\$129.24
12602	COLSON AUTO PARTS	180791	12/19/2017 12:00:00 AM	889577		010-07230-0-00000-36000-43000-0	\$105.27
12602	COLSON AUTO PARTS	180793	12/21/2017 12:00:00 AM	889883		010-07230-0-00000-36000-43000-0	\$48.13
12602	COLSON AUTO PARTS	180794	12/21/2017 12:00:00 AM	889889		010-07230-0-00000-36000-43000-0	\$31.42
12602	COLSON AUTO PARTS	180792	12/22/2017 12:00:00 AM	889977		010-07230-0-00000-36000-43000-0	\$127.75
12603	COLSON AUTO PARTS	180799	12/23/2017 12:00:00 AM	891074		010-07230-0-00000-36000-43000-0	\$14.61
12615	DAN FREITAS ELECTRIC	180879	1/15/2018 12:00:00 AM	281042		010-00000-0-00000-81000-58000-0	\$228.75
13796	E.M. THARP, INC.	180855	12/19/2017 12:00:00 AM	9836931		010-07230-0-0000-630000-43000-0	\$25.43
13796	E.M. THARP, INC.	180856	12/19/2017 12:00:00 AM	P836948		010-07230-0-0000-630000-43000-0	\$118.18
13831	F & M BANK VISA- CSBA CONF. MEALS IVA&STACEY	180911	1/25/2018 12:00:00 AM	7885 BETTENCOURT		010-07200-0-11100-10000-52000-0	\$38.57
13831	F & M BANK VISA- CSBA HOTEL, IVA SOUSA	180911	1/25/2018 12:00:00 AM	7885 BETTENCOURT		010-00000-0-00000-71000-52000-0	\$1,075.08
13831	F & M BANK VISA- CSBA HOTEL, STACEY. B	180911	1/25/2018 12:00:00 AM	7885 BETTENCOURT		010-00000-0-00000-71000-52000-0	\$738.54

** FINAL **

13831 F & M BANK VISA- CREDIT CARD FEES	180911	1/25/2018 12:00:00 AM	7885 BETTENCOURT	010-00000-0-00000-72000-58000-0	\$22.69
13831 F & M BANK VISA- HARBOR FREIGHT TOOLS- BUS GARAGE	180862	12/13/2017 12:00:00 AM	7893 MARTIN	010-07230-0-00000-36000-43000-0	\$427.19
13831 F & M BANK VISA- CREDIT CARD FEES	180863	12/18/2017 12:00:00 AM	7877 HERNANDEZ	010-07230-0-00000-36000-43000-0	\$52.08
13831 F & M BANK VISA- STC PARENT/CHILD XMAS PARTY	180863	12/18/2017 12:00:00 AM	7877 HERNANDEZ	010-90336-0-11100-10000-43000-0	\$22.21
13831 F & M BANK VISA- AMAZON CTE SUPPLQUES T.STARLING	180863	12/18/2017 12:00:00 AM	7877 HERNANDEZ	010-30100-0-11100-10000-43000-0	\$773.30
13831 F & M BANK VISA- AMAZON CTE SUPPLOUES T.STARLING	180863	1/10/2018 12:00:00 AM	7877 HERNANDEZ	010-30100-0-11100-10000-43000-0	\$163.17
13831 F & M BANK VISA- CREDIT CARD FEES	180864	1/10/2018 12:00:00 AM	8230 MUNOZ	010-00000-0-00000-72000-58000-0	\$2.21
13831 F & M BANK VISA- STAFF GIFT	180864	1/10/2018 12:00:00 AM	8230 MUNOZ	010-00000-0-00000-72000-43000-0	\$227.62
13499 FRESNO COUNTY OFFICE OF ED.	180803	12/7/2017 12:00:00 AM	181102	010-62640-0-11100-21300-52000-0	\$400.00
11961 GIOTTOS ALARM TECH	180796	12/18/2017 12:00:00 AM	117323	010-81500-0-00000-81000-58000-0	\$181.10
12996 GOPHER SPORT	180797	12/5/2017 12:00:00 AM	9402774	010-07200-0-11100-10000-43000-0	\$88.12
13471 INDEPENDENT SALES	180806	12/17/2017 12:00:00 AM	13150	010-81500-0-00000-81000-43000-0	\$90.98
14225 INTERNATIONAL AGRI-CENTER	180882	1/15/2018 12:00:00 AM	ADMISSION TICKETS	010-30100-0-11100-10000-43000-0	\$250.00
14244 J & E DIESEL	180870	1/2/2018 12:00:00 AM	INV0217	010-07230-0-00000-36000-58000-0	\$431.25
14310 JONES SCHOOL SUPPLY CO INC	180881	1/12/2018 12:00:00 AM	1538869	010-07200-0-11100-10900-43000-0	\$58.65
13961 LOWE'S	180860	12/7/2017 12:00:00 AM	908227	010-00000-0-00000-81000-43000-0	\$61.62
13962 LOWE'S	180861	12/21/2017 12:00:00 AM	908846	010-00000-0-00000-81000-43000-0	\$113.58
12270 LOZANO SMITH	180884	1/10/2018 12:00:00 AM	2043275	010-00000-0-00000-71000-58000-0	\$888.30
12270 LOZANO SMITH	180807	12/12/2017 12:00:00 AM	2040690	010-00000-0-00000-71000-58000-0	\$2,467.50
13461 M. GREEN & COMPANY LLP	180904	12/31/2017 12:00:00 AM	63340	010-00000-0-00000-71910-58000-0	\$17,077.50
13396 MAS ENTERPRISES	180808	12/19/2017 12:00:00 AM	45803	010-07230-0-00000-36000-58000-0	\$487.67
13882 MOBILE MODULAR MGT. CORP	180809	12/25/2017 12:00:00 AM	1516604	010-00000-0-00000-81000-56000-0	\$509.00
13883 MOBILE MODULAR MGT. CORP	180810	12/25/2017 12:00:00 AM	1516620	010-00000-0-00000-81000-56000-0	\$509.00
13884 MOBILE MODULAR MGT. CORP	180811	12/25/2017 12:00:00 AM	1516714	010-00000-0-00000-81000-56000-0	\$509.00
14309 NETSOURCE GLOBAL INC.	180895	1/16/2018 12:00:00 AM	11631	010-07200-0-11100-10000-43000-0	\$86.65
14309 NETSOURCE GLOBAL INC.	180813	1/4/2018 12:00:00 AM	11603	010-07200-0-11100-10000-43000-0	\$428.32
14310 NETSOURCE GLOBAL INC.	180814	1/4/2018 12:00:00 AM	11603	010-07200-0-11100-10000-44000-0	\$2,150.00
12836 OFFICE DEPOT, INC.	180893	1/12/2018 12:00:00 AM	MULTI INV	010-00000-0-00000-72000-43000-0	\$216.90
12836 OFFICE DEPOT, INC.	180894	12/7/2017 12:00:00 AM	MULTI INV	010-11000-0-11100-10000-43000-0	\$427.83
12836 OFFICE DEPOT, INC.	180906	1/12/2018 12:00:00 AM	MULTI INV	010-60100-0-11100-10000-43000-0	\$66.75
12836 OFFICE DEPOT, INC.	180873	1/10/2017 12:00:00 AM	MULTI INV	010-11000-0-11100-10000-43000-0	\$184.96
14273 PITNEY BOWES INC	180819	12/11/2017 12:00:00 AM	1006003845	010-00000-0-00000-72000-59000-0	\$112.77
14179 PURCHASE POWER	180818	12/13/2017 12:00:00 AM	8000-9090-0896-7114	010-00000-0-00000-72000-59000-0	\$89.92
12434 SCHOLASTIC INC	180835	11/30/2017 12:00:00 AM	2349820312	010-30100-0-11100-10000-43000-0	\$247.00
12434 SCHOLASTIC INC	180835	12/11/2017 12:00:00 AM	16200082	010-07200-0-11100-10000-43000-0	\$11.81
14005 SCHOOLCITY INC.	180887	10/5/2017 12:00:00 AM	35421	010-07200-0-11100-10000-58000-0	\$846.00
13951 SEBASTIAN	180820	12/13/2017 12:00:00 AM	71211	010-81500-0-00000-81000-58000-0	\$269.65
14308 SHI INTERNATIONAL CORP	180837	12/12/2017 12:00:00 AM	B07490687	010-07200-0-11100-10000-43000-0	\$300.62

14111 SISC	1/31/2018 12:00:00 AM	ACTIVE HW JAN 2018	010-00000-0-00000-00000-95024-0	\$62,064.92
14112 SISC	1/31/2018 12:00:00 AM	BOARD MEMBERS HW JAN	010-00000-0-00000-71000-34020-0	\$6,972.40
14113 SISC	1/31/2017 12:00:00 AM	RETIRED HW JAN 2018	010-00000-0-00000-00000-95028-0	\$4,612.20
14113 SISC	1/10/2018 12:00:00 AM	JAN HW 2018	010-00000-0-00000-72000-58000-0	\$14.13
5383 SOUTHERN CALIF EDISON CO	12/20/2017 12:00:00 AM	2-01-784-2667	010-99900-0-00000-81000-55000-0	\$915.82
5383 SOUTHERN CALIF EDISON CO	12/29/2017 12:00:00 AM	2-01-784-2345	010-99900-0-00000-81000-55000-0	\$2,963.17
14105 SPENCE FENCE COMPANY INC.	1/8/2018 12:00:00 AM	10179	010-81500-0-00000-81000-43000-0	\$350.00
14197 STANTON OFFICE MACHINE COMPANY	12/27/2017 12:00:00 AM	50583	010-00000-0-11100-10000-43000-0	\$48.12
14197 STANTON OFFICE MACHINE COMPANY	12/27/2017 12:00:00 AM	50584	010-00000-0-11100-10000-43000-0	\$405.09
14197 STANTON OFFICE MACHINE COMPANY	12/27/2017 12:00:00 AM	50581	010-00000-0-11100-10000-43000-0	\$150.95
14197 STANTON OFFICE MACHINE COMPANY	12/27/2017 12:00:00 AM	50582	010-00000-0-00000-72000-43000-0	\$84.01
14197 STANTON OFFICE MACHINE COMPANY	12/15/2017 12:00:00 AM	49765	010-00000-0-11100-10000-43000-0	\$114.88
13267 SUPPLYWORKS	12/6/2017 12:00:00 AM	421718602	010-00000-0-00000-81000-43000-0	\$41.51
13267 SUPPLYWORKS	12/22/2017 12:00:00 AM	421718602	010-00000-0-00000-81000-43000-0	\$550.85
13267 SUPPLYWORKS	12/12/2017 12:00:00 AM	422342493	010-00000-0-00000-81000-43000-0	\$174.52
13267 SUPPLYWORKS	12/12/2017 12:00:00 AM	422342501	010-00000-0-00000-81000-43000-0	\$64.50
13267 SUPPLYWORKS	12/28/2017 12:00:00 AM	423932730	010-00000-0-00000-81000-43000-0	\$33.27
5388 THE GAS COMPANY	1/18/2018 12:00:00 AM	108-416-9100-8	010-00000-0-00000-81000-55000-0	\$1,001.97
5388 THE GAS COMPANY	12/18/2017 12:00:00 AM	108-416-9100-8	010-00000-0-00000-81000-55000-0	\$956.73
12264 TIPTON AUTO PARTS	11/28/2017 12:00:00 AM	3681	010-00000-0-00000-81000-43000-0	\$153.01
12264 TIPTON AUTO PARTS	11/29/2017 12:00:00 AM	3756	010-00000-0-00000-81000-43000-0	\$4.18
12264 TIPTON AUTO PARTS	12/4/2017 12:00:00 AM	3947	010-00000-0-00000-81000-43000-0	\$5.32
12264 TIPTON AUTO PARTS	12/13/2017 12:00:00 AM	4281	010-00000-0-00000-81000-43000-0	\$12.07
12264 TIPTON AUTO PARTS	12/18/2017 12:00:00 AM	4501	010-00000-0-00000-81000-43000-0	\$9.60
12265 TIPTON AUTO PARTS	12/20/2017 12:00:00 AM	4565	010-00000-0-00000-81000-43000-0	\$42.99
5760 TIPTON COMMUNITY SERVICES DIST	12/31/2017 12:00:00 AM	JAN- 10040002	010-00000-0-00000-81000-55000-0	\$599.65
5763 TIPTON SCH REV CASH FUND	11/27/2017 12:00:00 AM	CASH ADVANCE	010-90336-0-11100-10000-52000-0	\$240.00
5763 TIPTON SCH REV CASH FUND	1/23/2018 12:00:00 AM	THE UPS STORE	010-00000-0-00000-72000-58000-0	\$30.00
5763 TIPTON SCH REV CASH FUND	12/7/2017 12:00:00 AM	WALMART	010-30100-0-11100-10000-43000-0	\$150.06
5763 TIPTON SCH REV CASH FUND	12/8/2017 12:00:00 AM	WALMART	010-60100-0-11100-10000-43000-0	\$246.55
13605 TULARE CO. OFFICE OF EDUCATION	1/17/2018 12:00:00 AM	181227	010-00000-0-11100-10000-52000-0	\$45.00
13605 TULARE CO. OFFICE OF EDUCATION	12/29/2017 12:00:00 AM	181120	010-00000-0-00000-31400-58000-0	\$170.00
13605 TULARE CO. OFFICE OF EDUCATION	12/4/2017 12:00:00 AM	180973	010-30100-0-11100-10000-52000-0	\$125.00
13605 TULARE CO. OFFICE OF EDUCATION	12/29/2017 12:00:00 AM	181102	010-00000-0-00000-71000-52000-0	\$100.00
13605 TULARE CO. OFFICE OF EDUCATION	9/25/2017 12:00:00 AM	180795	010-00000-0-11100-10000-43000-0	\$125.90
13463 TULARE COUNTY OFFICE OF EDUCAT	1/12/2018 12:00:00 AM	181211	010-62640-0-11100-24900-58000-0	\$15,600.00
12324 TULE TRASH COMPANY	12/29/2017 12:00:00 AM	JAN-ACCT. 2677	010-00000-0-00000-81000-55000-0	\$1,006.80
13496 VALLEY PACIFIC PET. SERV., INC	1/15/2018 12:00:00 AM	INV-553027	010-07230-0-00000-36000-43000-0	\$1,708.24

13496 VALLEY PACIFIC PET. SERV., INC	180852	12/4/2017 12:00:00 AM	INV-547423	010-07230-0-00000-36000-43000-0	\$639.34
13333 VERIZON WIRELESS	180853	12/19/2017 12:00:00 AM	9798396433	010-00000-0-00000-81000-59000-0	\$546.91
14257 WILMINGTON TRUST	180854	9/8/2017 12:00:00 AM	20170908-48182-A	010-00000-0-00000-72000-58000-0	\$1,000.00
General Fund Total Expenditures					
14246 FRESNO PRODUCE INC	180908	1/23/2018 12:00:00 AM	879014	130-53100-0-00000-37000-47000-0	\$341.08
14246 FRESNO PRODUCE INC	180910	1/17/2018 12:00:00 AM	878473	130-53100-0-00000-37000-47000-0	\$531.71
14246 FRESNO PRODUCE INC	180802	12/7/2017 12:00:00 AM	877490	130-53100-0-00000-37000-47000-0	\$495.91
12921 GOLD STAR FOODS INC.	180880	1/11/2018 12:00:00 AM	2267147	130-53100-0-00000-37000-47000-0	\$3,832.42
12921 GOLD STAR FOODS INC.	180804	1/2/2018 12:00:00 AM	2264137	130-53100-0-00000-37000-47000-0	\$84.80
12921 GOLD STAR FOODS INC.	180805	1/5/2018 12:00:00 AM	2262726	130-53100-0-00000-37000-47000-0	\$82.40
14287 P & R PAPER SUPPLY COMPANY, INC	180817	1/8/2018 12:00:00 AM	10475882-00	130-53100-0-00000-37000-43000-0	\$924.84
13191 PRODUCERS	180885	1/13/2018 12:00:00 AM	20997475	130-53100-0-00000-37000-47000-0	\$1,173.07
13191 PRODUCERS	180886	1/20/2018 12:00:00 AM	21000074	130-53100-0-00000-37000-47000-0	\$517.21
13191 PRODUCERS	180815	12/16/2017 12:00:00 AM	20987181	130-53100-0-00000-37000-47000-0	\$906.73
13191 PRODUCERS	180816	12/30/2017 12:00:00 AM	20992339	130-53100-0-00000-37000-47000-0	\$328.58
13130 SYSCO FOOD SERVICES	180907	1/23/2018 12:00:00 AM	1844588782	130-53100-0-00000-37000-47000-0	\$2,791.98
13130 SYSCO FOOD SERVICES	180822	1/28/2395 12:00:00 AM	184415068	130-53100-0-00000-37000-47000-0	\$2,746.81
13130 SYSCO FOOD SERVICES	180824	1/9/2018 12:00:00 AM	184443774	130-53100-0-00000-37000-47000-0	\$1,899.62
12324 TULE TRASH COMPANY	180839	12/28/2017 12:00:00 AM	4585	130-53100-0-00000-81000-55000-0	\$717.00
12650 VALLEY FOOD SERVICE	180891	1/17/2018 12:00:00 AM	346314	130-53100-0-00000-37000-47000-0	\$272.72
Cafeteria Fund Total Expenditures					
14248 LUKE ANTHONY SMITH	180883	1/16/2018 12:00:00 AM	135	350-77110-0-00000-85000-62000-0	\$17,646.88
13607 MANGINI ASSOCIATES, INC.	180812	12/31/2017 12:00:00 AM	9055	350-77110-0-00000-85000-62000-0	\$1,923.75
13883 THOMAS ARTHUR HIRST	180842	1/2/2018 12:00:00 AM	13	350-77110-0-00000-85000-62000-0	\$4,116.25
Building Fund Total Expenditures					
TOTAL ACCOUNTS PAYABLE					\$ 174,481.95
General Fund Total Expenditures					\$142,795.07
Cafeteria Fund Total Expenditures					\$17,646.88
Building Fund Total Expenditures					\$14,040.00

5. FINANCE: Action items:

5.2 Budget Revisions

Budget Revision Report

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund			
Revenues			
010-30100-0-00000-00000-82900-0	\$165,000.00	\$76,911.00	\$241,911.00
010-40350-0-00000-00000-82900-0	\$28,247.00	(\$15.00)	\$28,232.00
010-42010-0-00000-00000-82900-0	\$2,665.00	\$252.00	\$2,917.00
010-42030-0-00000-00000-82900-0	\$36,788.00	\$1,844.00	\$38,632.00
Federal Revenues	\$232,700.00	\$78,992.00	\$311,692.00
010-90104-0-00000-00000-86250-0	\$171.00	\$8.00	\$179.00
010-99900-0-00000-00000-86990-0	\$0.00	\$138.16	\$138.16
Other Local Revenues	\$171.00	\$146.16	\$317.16
Total Revenues	\$232,871.00	\$79,138.16	\$312,009.16
Expenditures			
010-00000-0-00000-27000-13000-0	\$189,499.00	(\$84,499.00)	\$105,000.00
010-00000-0-00000-71000-13000-0	\$40,000.00	(\$30,000.00)	\$10,000.00
010-00000-0-00000-71500-13000-0	\$0.00	\$38,124.98	\$38,124.98
010-00000-0-00000-72000-13000-0	\$61,000.00	(\$35,437.50)	\$25,562.50
010-00000-0-11100-10000-11000-0	\$1,731,674.00	\$67,765.00	\$1,799,439.00
010-00000-0-11100-10000-11002-0	\$45,000.00	\$55,000.00	\$100,000.00
010-07200-0-11100-10000-11000-0	\$289,493.05	\$2,822.24	\$292,315.29
010-07200-0-11100-24900-19000-0	\$61,421.39	(\$18,088.03)	\$43,333.36
010-30100-0-11100-10000-11000-0	\$5,000.00	\$500.00	\$5,500.00
010-42030-0-11100-24900-19000-0	\$15,000.00	(\$5,000.00)	\$10,000.00
010-60100-0-11100-10000-11000-0	\$11,000.00	(\$1,000.00)	\$10,000.00
010-62640-0-11100-10000-11002-0	\$2,000.00	\$5,500.00	\$7,500.00
Certificated Salaries	\$2,451,087.44	(\$4,312.31)	\$2,446,775.13
010-00000-0-00000-27000-24000-0	\$75,506.05	\$4,493.95	\$80,000.00

Budget Revision Report

Bdg Revision Final

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-07200-0-11100-10000-21000-0	\$119,945.00	\$6,023.36	\$125,968.36
010-07200-0-11100-31400-22000-0	\$5,000.00	\$12,610.00	\$17,610.00
010-07230-0-00000-36000-22000-0	\$64,307.98	\$34.22	\$64,342.20
010-42030-0-11100-10000-21000-0	\$11,659.34	\$966.76	\$12,626.10
010-56400-0-11100-31400-22000-0	\$4,402.70	(\$2,902.70)	\$1,500.00
010-81500-0-00000-81000-22000-0	\$162,352.84	(\$21,117.60)	\$141,235.24
	\$443,173.91	\$107.99	\$443,281.90
Classified Salaries			
010-07200-0-11100-10000-37520-0	\$27.00	\$123.00	\$150.00
010-07200-0-11100-24900-37020-0	\$0.00	\$30.00	\$30.00
010-07200-0-11100-31300-37020-0	\$7.00	\$9.00	\$16.00
010-07200-0-11100-31300-37520-0	\$8.00	\$42.00	\$50.00
010-07200-0-11100-31400-32020-0	\$1,462.00	\$1,538.00	\$3,000.00
010-07200-0-11100-31400-33022-0	\$657.00	\$343.00	\$1,000.00
010-07200-0-11100-31400-33023-0	\$153.00	\$147.00	\$300.00
010-07200-0-11100-31400-36020-0	\$353.00	\$247.00	\$600.00
010-07200-0-11100-31400-37020-0	\$6.00	\$10.00	\$16.00
010-07200-0-11100-31400-37520-0	\$7.00	\$29.00	\$36.00
010-07200-0-11316-10000-31010-0	\$8,389.00	\$1,611.00	\$10,000.00
010-07200-0-11316-10000-34010-0	\$15,762.00	\$2,238.00	\$18,000.00
010-07200-0-11316-10000-37510-0	\$0.00	\$80.00	\$80.00
010-30100-0-11100-10000-31010-0	\$0.00	\$1,000.00	\$1,000.00
010-30100-0-11100-10000-33013-0	\$0.00	\$150.00	\$150.00
010-30100-0-11100-10000-35010-0	\$0.00	\$10.00	\$10.00
010-30100-0-11100-10000-36010-0	\$0.00	\$300.00	\$300.00
010-30100-0-11100-10000-37010-0	\$0.00	\$10.00	\$10.00
010-30100-0-11350-10000-32020-0	\$400.00	(\$400.00)	\$0.00
010-30100-0-11350-10000-33022-0	\$150.00	(\$150.00)	\$0.00
010-30100-0-11350-10000-33023-0	\$50.00	(\$50.00)	\$0.00
010-30100-0-11350-10000-34020-0	\$230.00	(\$230.00)	\$0.00
010-30100-0-11350-10000-35020-0	\$10.00	(\$10.00)	\$0.00
010-30100-0-11350-10000-36020-0	\$100.00	(\$100.00)	\$0.00
010-30100-0-11350-10000-37020-0	\$50.00	(\$50.00)	\$0.00
010-42030-0-11100-10000-32020-0	\$3,433.37	\$664.20	\$4,097.57

Budget Revision Report

Bdg Revision Final

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-42030-0-11100-10000-33022-0	\$863.23	\$0.20	\$863.43
010-42030-0-11100-10000-36020-0	\$14.85	\$85.15	\$100.00
010-42030-0-11100-10000-37020-0	\$0.00	\$10.00	\$10.00
010-42030-0-11100-10000-37520-0	\$0.00	\$10.00	\$10.00
010-42030-0-11100-24900-31010-0	\$1,868.32	\$631.68	\$2,500.00
010-42030-0-11100-24900-34010-0	\$1,348.36	\$1,151.64	\$2,500.00
010-42030-0-11100-24900-37010-0	\$30.00	\$20.00	\$50.00
010-42030-0-11100-24900-37510-0	\$30.00	\$20.00	\$50.00
010-56400-0-11100-31400-32020-0	\$800.00	(\$466.48)	\$333.52
010-60100-0-11100-10000-32020-0	\$10,339.16	(\$3,000.00)	\$7,339.16
010-62640-0-11100-10000-31010-0	\$380.00	\$745.00	\$1,125.00
010-62640-0-11100-10000-33012-0	\$0.00	\$100.00	\$100.00
010-62640-0-11100-10000-33013-0	\$50.00	\$75.00	\$125.00
010-62640-0-11100-10000-36010-0	\$50.00	\$250.00	\$300.00
010-81500-0-00000-81000-32020-0	\$34,514.60	(\$8,495.85)	\$26,018.75
	\$81,542.89	(\$1,272.46)	\$80,270.43
Employee Benefits			
010-00000-0-00000-81000-43000-0	\$29,000.00	(\$5,000.00)	\$24,000.00
010-07200-0-11316-10000-43000-0	\$1,000.00	\$500.00	\$1,500.00
010-30100-0-11100-10000-43000-0	\$1,000.00	\$7,000.00	\$8,000.00
010-42010-0-11100-10000-43000-0	\$2,560.78	\$242.14	\$2,802.92
010-42030-0-11100-10000-43000-0	\$0.00	\$3,248.21	\$3,248.21
010-60100-0-11100-10000-44000-0	\$1,344.56	\$3,230.69	\$4,575.25
010-63000-0-11100-10000-41000-0	\$5,000.00	(\$5,000.00)	\$0.00
010-90340-0-11100-10000-43000-0	\$0.00	\$65.51	\$65.51
	\$39,905.34	\$4,286.55	\$44,191.89
Books and Supplies			
010-00000-0-00000-81000-58000-0	\$14,000.00	\$5,000.00	\$19,000.00
010-07200-0-11330-10000-58000-0	\$2,500.00	\$1,280.89	\$3,780.89
010-30100-0-11100-10000-58000-0	\$19,010.00	\$3,790.00	\$22,800.00
010-30100-0-11100-21300-52000-0	\$0.00	\$1,000.00	\$1,000.00
010-40350-0-11100-21300-58000-0	\$6,678.45	(\$14.42)	\$6,664.03
010-56400-0-11100-10000-58000-0	\$0.00	\$500.00	\$500.00

Budget Revision Report

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-60100-0-11100-10000-52000-0	\$500.00	(\$500.00)	\$0.00
010-60100-0-11100-10000-58000-0	\$9,424.75	\$1,269.31	\$10,694.06
010-62640-0-11100-21300-52000-0	\$2,071.02	\$135.86	\$2,206.88
010-62640-0-11100-24900-58000-0	\$18,329.38	\$2,120.62	\$20,450.00
010-99900-0-00000-81000-55000-0	\$60,000.00	\$138.16	\$60,138.16
Services, Other Operating Expenses	\$132,513.60	\$14,720.42	\$147,234.02
010-00000-0-00000-82000-64000-0	\$20,000.00	\$8,837.28	\$28,837.28
010-62300-0-00000-85000-62000-0	\$10,000.00	\$140,000.00	\$150,000.00
Capital Outlay	\$30,000.00	\$148,837.28	\$178,837.28
010-00000-0-00000-92000-71420-0	\$30,865.00	\$9,135.00	\$40,000.00
Other Outgo	\$30,865.00	\$9,135.00	\$40,000.00
010-30100-0-00000-72100-73100-0	\$6,452.87	\$397.44	\$6,850.31
010-40350-0-00000-72100-73100-0	\$1,104.69	(\$0.58)	\$1,104.11
010-42010-0-00000-72100-73100-0	\$104.22	\$9.86	\$114.08
010-42030-0-00000-72100-73100-0	\$721.33	\$36.16	\$757.49
010-56400-0-00000-72100-73100-0	\$122.10	(\$122.10)	\$0.00
010-81500-0-00000-72100-73100-0	\$13,707.49	(\$1,045.18)	\$12,662.31
Direct Support/Indirect Costs	\$22,212.70	(\$724.40)	\$21,488.30
Total Expenditures	\$3,231,300.88	\$170,778.07	\$3,402,078.95
Other Financing Sources/Uses			
010-07200-0-00000-00000-89800-0	\$1,533,978.00	\$11,185.06	\$1,545,163.06
010-07230-0-00000-00000-89800-0	\$207,407.79	\$34.22	\$207,442.01
010-56400-0-00000-00000-89800-0	\$2,991.28	(\$2,991.28)	\$0.00
010-62640-0-00000-00000-89800-0	\$0.00	\$8,926.48	\$8,926.48
Contributions	\$1,744,377.07	\$17,154.48	\$1,761,531.55

Budget Revision Report

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Fund Balance before this adjustment:		\$2,294,654.78	
Total Adjustment to Unappropriated Fund Balance:		(\$74,485.43)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$2,220,169.35	

Budget Revision Report

Bdg Revision Final

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 1300 Cafeteria Special Revenue Fund Expenditures			
130-53100-0-00000-37000-33023-0	\$2,247.84	\$52.16	\$2,300.00
130-53100-0-00000-37000-37020-0	\$70.00	\$30.00	\$100.00
Employee Benefits	\$2,317.84	\$82.16	\$2,400.00
130-53100-0-00000-37000-43000-0	\$10,000.00	\$10,000.00	\$20,000.00
130-53100-0-00000-37000-44000-0	\$3,500.00	\$16,500.00	\$20,000.00
130-53800-0-00000-37000-44000-0	\$13,141.80	(\$141.80)	\$13,000.00
Books and Supplies	\$26,641.80	\$26,358.20	\$53,000.00
130-53100-0-00000-81000-64000-0	\$145,000.00	(\$280.00)	\$144,720.00
Capital Outlay	\$145,000.00	(\$280.00)	\$144,720.00
130-53100-0-00000-72100-73500-0	\$25,826.42	\$1,076.68	\$26,903.10
130-53800-0-00000-72100-73500-0	\$513.95	(\$372.15)	\$141.80
Direct Support/Indirect Costs	\$26,340.37	\$704.53	\$27,044.90
Total Expenditures	\$200,300.01	\$26,864.89	\$227,164.90
Budgeted Unappropriated Fund Balance before this adjustment:		\$187,586.39	
Total Adjustment to Unappropriated Fund Balance:		(\$26,864.89)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$160,721.50	

Bdg Revision Final

Control Number: 13141863

Account Classification	Approved / Revised	Change Amount	Proposed Budget
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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 _____

5. FINANCE: Action items:

5.3 Building Fund (Measure C) Financial and
Performance Audits for the Year Ended June 30, 2017

**TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
FINANCIAL AND PERFORMANCE AUDITS
FOR THE YEAR ENDED JUNE 30, 2017**

**M. GREEN AND COMPANY LLP
Certified Public Accountants
Visalia, CA 93277**

**TIPTON ELEMENTARY SCHOOL DISTRICT
 FINANCIAL AND PERFORMANCE AUDITS
 BUILDING FUND (MEASURE C)**

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M. Green and Company LLP

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Dinuba
Lindsay
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Independent Auditors' Report

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

Report on the Financial Statements

We have audited the accompanying financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (the Fund), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements as listed in the table of contents. We have also conducted a performance audit for the year ended June 30, 2017.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Fund, as of June 30, 2017, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the financial activity of the Fund, and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2017, or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Our audit was conducted for the purpose of forming opinions of the Tipton Elementary School District's Building Fund (Measure C) financial statements. The Schedule of Long-Term Obligations is presented for purposes of additional analysis and is not a required part of the financial statements.

The Schedule of Long-Term Obligations is the responsibility of management and was derived from and relates directly to the underlying accounting and the other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Long-Term Obligations is fairly stated, in all material respects, in relation to the Building Fund (Measure C) financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 10, 2018, on our consideration of the Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund's internal control over financial reporting and compliance.

M. J. ... and Company, LLP

Visalia, California
January 10, 2018

FINANCIAL SECTION

TIPTON ELEMENTARY SCHOOL DISTRICT

BUILDING FUND (MEASURE C)
BALANCE SHEET
JUNE 30, 2017

ASSETS:

Cash in County Treasury \$ 377,359

LIABILITIES:

Accounts Payable \$ 25,530

FUND BALANCE:

Restricted 351,829

TOTAL LIABILITIES AND FUND BALANCE \$ 377,359

See independent auditors' report and notes to the financial statements.

TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2017

REVENUES AND OTHER SOURCES:	
Interest	\$ 28,635
Net Decrease in the Fair Value of Investments	<u>(24,984)</u>
Total Revenues and Other Sources	\$ 3,651
EXPENDITURES:	
Facilities Acquisition and Construction	<u>2,528,298</u>
Total Expenditures	<u>2,528,298</u>
Net Change in Fund Balance	(2,524,647)
Fund Balance, July 1	<u>2,876,476</u>
Fund Balance, June 30	<u>\$ 351,829</u>

See independent auditors' report and notes to the financial statements.

TIPTON ELEMENTARY SCHOOL DISTRICT

BUILDING FUND (MEASURE C) NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 1 - Summary of Significant Accounting Policies

The accounting policies of the Building Fund (Measure C) of Tipton Elementary School District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include the financial activity of the Building Fund (Measure C) only. The Fund was established to account for the expenditures of proceeds from general obligation bonds issued under the Measure C. These financial statements are not intended to present the financial position and results of operations of Tipton Elementary School District as a whole, in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. The financial statements of the Fund are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Using this measurement focus, only current assets and current liabilities are included in the balance sheet. Long-term debt is not included as a liability of the Fund, but is disclosed separately in the notes to the financial statements. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred.

Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated as of June 30, 2017.

Budgets and Budgetary Accounting

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the Fund. By State law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

The budget is revised by the District's governing board and District superintendent during the year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was used as a management control device during the year. The District employs budget control by minor object and function and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object code. All appropriations lapse at year end.

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

NOTE 1 - Summary of Significant Accounting Policies (continued)

Fund Balance

The entire fund balance is classified as restricted. This represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. The County of Tulare collects supplemental taxes for repayment of bond proceeds from all taxable property within the District. Taxes are payable in two installments on November 1 and February 1, and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Tulare bills and collects the taxes for the District. The tax revenues collected for repayment of the bonds are accumulated in the Bond Interest and Redemption Fund of Tipton Elementary School District, which has not been included in these financial statements.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 - Cash in County Treasury

Cash in County Treasury

The District maintains substantially all of its cash in the Tulare County Treasury as part of the common investment pool. The District's cash in County Treasury was not subject to credit risk categorization and is carried at the cost which approximates fair value. All pooled funds are regulated by California Government Code.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Investment Pool.

SUPPLEMENTARY INFORMATION

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF LONG-TERM OBLIGATIONS
JUNE 30, 2017**

On November 4, 2014, the electors of the District voted on a bond issue in the amount of \$3,297,500, which was passed by more than the requisite 55% of the electors voting. In August 2015, the District issued General Obligation Bonds, Election 2014, Series A current interest bonds in the amount of \$2,225,000 and General Obligation Bonds, Election 2014, Series A capital appreciation bonds in the amount of \$1,072,500, totaling \$3,294,500. The bonds were issued pursuant to certain provisions of the Education Code of the State, and a resolution by the Board of Trustees of the District on August 11, 2015. The bonds were issued as current interest bonds and capital appreciation bonds and mature serially on each August 1. The current interest bonds rate of interest ranges from 4% to 5%. Interest is due semi-annually on February 1 and August 1 each year commencing February 1, 2016. The final maturity date is August 1, 2049. Each bond shall accrete in value daily over the term to its maturity compounded semi-annually on each February 1 and August 1, commencing February 1, 2016 and will be payable on maturity. The final maturity date is August 1, 2040. There are a number of limitations and restrictions contained in the general obligation bond indenture. Management has indicated that the District is in compliance with all significant limitations and restrictions.

The outstanding General Obligation Bond debt as of June 30, 2017, is as follows:

Issue Date	Maturity Date	Interest Rate %	Original Issue	Bonds Outstanding July 1, 2016	Accreted/ Issued	Redeemed	Bonds Outstanding June 30, 2017
2014	08/1/2049	4.00-5.00%	\$ 2,225,000	\$ 2,225,000	\$ -	\$ -	\$ 2,225,000
2014	08/1/2040	4.86-4.97%	1,072,500	1,090,759	47,570	-	1,138,329
2014	Bond Premium		134,699	132,718	-	3,962	128,756
Totals			<u>\$ 3,432,199</u>	<u>\$ 3,448,477</u>	<u>\$ 47,570</u>	<u>\$ 3,962</u>	<u>\$ 3,492,085</u>

The annual requirements to amortize General Obligation Bonds payable outstanding as of June 30, 2017, are as follows:

Current Interest, 2014 Bonds, Series A

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Bond Premium</u>
2018	\$ -	\$ 100,650	\$ 100,650	\$ 3,962
2019	-	100,650	100,650	3,962
2020	-	100,650	100,650	3,962
2021	-	100,650	100,650	3,962
2022	-	100,650	100,650	3,962
2023-2027	-	503,250	503,250	19,809
2028-2032	-	503,250	503,250	19,809
2033-2037	-	503,250	503,250	19,809
2038-2042	210,000	498,000	708,000	19,809
2043-2047	1,225,000	304,975	1,529,975	19,809
2048-2050	790,000	45,000	835,000	9,901
Totals	<u>\$ 2,225,000</u>	<u>\$ 2,860,975</u>	<u>\$ 5,085,975</u>	<u>\$ 128,756</u>

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF LONG-TERM OBLIGATIONS
JUNE 30, 2017**

Capital Appreciation, 2014 Bonds, Series A

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ -	\$ -	\$ -
2019	-	-	-
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023-2027	271,798	78,202	350,000
2028-2032	304,067	215,933	520,000
2033-2037	309,291	400,709	710,000
2038-2041	253,173	486,827	740,000
Totals	\$ 1,138,329	\$ 1,181,671	\$ 2,320,000

Capital Appreciation Bonds are accretive. Bond interest accumulates in the initial years and will be repaid in later years.

Total All Bonds

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Bond Premium</u>
2018	\$ -	\$ 100,650	\$ 100,650	\$ 3,962
2019	-	100,650	100,650	3,962
2020	-	100,650	100,650	3,962
2021	-	100,650	100,650	3,962
2022	-	100,650	100,650	3,962
2023-2027	271,798	581,452	853,250	19,809
2028-2032	304,067	719,183	1,023,250	19,809
2033-2037	309,291	903,959	1,213,250	19,809
2038-2042	463,173	984,827	1,448,000	19,809
2043-2047	1,225,000	304,975	1,529,975	19,809
2048-2050	790,000	45,000	835,000	9,901
Totals	\$ 3,363,329	\$ 4,042,646	\$ 7,405,975	\$ 128,756

Repayment of the bonds is funded by a separate property tax override levied on property residing within the District boundaries. Property tax revenues will be collected and disbursed out of a separate Bond Interest and Redemption Fund under the control of the Tulare County Controller's Office. This Fund is not included as part of these financial statements. General school district revenues will not be required to fund the debt service on the bonds.

OTHER INDEPENDENT AUDITORS' REPORTS



**Report on Internal Control Over Financial Reporting and
On Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with Government Auditing Standards**

Independent Auditors' Report

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

We have audited, in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (the Fund) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements and have issued our report thereon dated January 10, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fund's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

M. Green and Company, LLP

Visalia, California
January 10, 2018



Independent Auditors' Report on Performance

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

We have audited the accompanying financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (The Fund) as of and for the year ended June 30, 2017, and have issued our report thereon dated January 10, 2018. Our audit was made in accordance with auditing standards generally accepted in the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

Auditors' Responsibility

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives. Our audit does not provide a legal determination of the District's compliance with those requirements.

Objectives, Scope and Methodology of the Audit

In connection with our audit, we also performed an audit for compliance as required in the performance requirements for the Building Fund (Measure C) for the year ended June 30, 2017. The objective of the examination of compliance applicable to the District is to determine with reasonable assurance that the proceeds of the sale of the Measure C Bond were used only for the purposes approved by the voters and only on specific projects developed by the District Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 - 15286 of the California Education Code. Compliance with the requirements of Proposition 39 and the bond issue is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

Solely to assist us in planning and performing our performance audit, we made a study and evaluation of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 - 15286 of the California Education Code. Accordingly, we do not express any assurance on the internal controls.

The scope of our performance audit included a listing of all Measure C General Obligation Bond project expenditures for the year ended June 30, 2017. A total of 44 transactions were identified, representing \$2,528,298 in expenditures from July 1, 2016 through June 30, 2017.

The methodology of our performance audit included the following procedures for the Building Fund (Measure C) for the year ended June 30, 2017:

- We verified that the expenditures of fund were accounted for separately in the accounting records to allow for proper accountability.
- We tested 15 transactions totaling \$2,417,230 (95.6%) of the total capital project expenditures and verified that the specific nature of the expenditures complied with the purpose that was specified to the registered voters of the District through election material or as included in the project priority list that was distributed to the voters.

Our audit of compliance was made for the purposes set forth in the second and third paragraphs of this report and would not necessarily disclose all instances of noncompliance.

Opinion

In our opinion, the District complied, in all material respects, with the compliance requirements for the Building Fund (Measure C) as listed and tested above.

Purpose of this Report

This report is intended solely for the information and use of the Citizen's Oversight Committee for the Building Fund (Measure C) 2014 Bonds, the District's Governing Board, Management and the taxpayers of Tipton Elementary School District and is not intended to be, and should not be used by anyone other than these specified parties.

M. Freeman and Company, LLP

Visalia, California
January 10, 2018

FINDINGS AND RECOMMENDATIONS SECTION

TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2017

There were no findings reported for the year ended June 30, 2017.

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2017**

There were no audit findings reported in the prior year's schedule of findings and recommendations.

6. INFORMATION: (Verbal Reports & Presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

Multi-Purpose Building

Update Progress Meeting Notes #32

Update Progress Meeting Notes #33

Update Progress Meeting Notes #34

Update Progress Meeting Notes #35

PROGRESS MEETING NO. 32

Issue Date: January 5, 2018

PROJECT: New Multi-Purpose/Gym at Tipton Elem.
LOCATION: Project Site
OWNER: Tipton Elementary School District
CONTRACTOR: Oral E Micham Inc.

MEETING DATE: January 4, 2018
MAI PROJECT NO.: 1473
OWNER'S REPRESENTATIVE: Luke Smith
PROJECT INSPECTOR: Tom Hirst

Attendees:

Luke Smith (LS)

Fausto Martin (FM), Anthony Hernandez (AH)

Jerry Riggins (JR), Steve Tindle (ST)

Kirk Purcaro (KP)

Ryan Morrelli (RM)

Tom Hirst (TH)

Weather

- Clear Snow Cool
 Overcast Foggy Warm
 Rain Cold Hot

Site Conditions

- Clear Dusty
 Muddy

Day

- Monday Thursday
 Tuesday Friday
 Wednesday

Field Observations:

1. Site concrete essentially complete, doing some clean up.
2. Drywall taping is complete. Texturing is complete.
3. Electricians are near complete with roof equipment. Working on main runs into the panels. Will be ready to energize the building today.
4. HVAC controls are complete. Register installation is near complete. Kitchen hood is install complete.
5. Kitchen equipment is installed. (Less items to be moved).
6. Painters are working on the walls and prepping the floors for sealer. They are near complete.
7. Tack board is installed, doing corrective work.
8. T-bar ceiling grids will be complete today.
9. Door hardware is being installed.
10. Downspouts are being finished.

Field Instructions:

1. None.

A. Project Status:

1. **Contract Time:**
 - a. Notice to Proceed Date: December 12, 2016
 - b. Initial Contract Duration: Nine months
 - c. Initial Completion Date: September 12, 2017
 - d. Current Projected Completion Date: January 24, 2018
 - e. Approved Time Extended Completion Date: October 28, 2017
 - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
 - a. Original Contract Sum: \$5,878,945.07
 - b. Approved Change Orders: \$117,731.17
 - c. Revised Contract Sum: \$5,996,676.24

B. Progress and Schedule:

1. **Schedule Conformance:** Update provided 11.28.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

C. Materials and Equipment:

1. **Submittals:** Refer to attached log.

D. Requests for Information:

1. **RFI's:** Refer to attached log.

E. Changes:

1. **Bulletins:** Refer to attached log.

F. Testing and Inspections:

1. **Testing in Progress:** Normal inspections on-going. Scheduled for calcium chloride testing next Friday (pending gas installation and heater running).
2. **Nonconforming Work or Materials:** None.

G. DSA Inspection:

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17, 10.21.17, 11.21.17, 12.15.17.
2. **Corrections Needed:** None.

H. Progress Payments:

1. **Percentage of Completion:** 90%

I. School District Items:

1. The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review. **10.31.17 - District is reviewing the drafts.**

J. Discussion Items:

Item No.	Action By	Description
30-1	JR	Discussed the fire sprinkler head style (concealed vs semi-exposed). The Owner is not willing to accept simply adding cages as this time. Upon further review of the installation, there are numerous heads in the soffits in room 809 that are shown on the plans that are not installed (roughly 10). KP and TH will research and get back to RM. We likely need to have a site meeting with the subcontractor and the design engineer. 12.18.17 – Discussed the concealed vs semi-exposed heads again. The missing heads have been installed. Refer to RFI 108 regarding missing heads on East wall soffit. 1.4.18 – JR to ask the fire sprinkler contract again if they would be willing to change out all of the soffit heads and stage opening heads to concealed and add cages in the large storage room.
30-2	OEM	Discussed the roof shingle color variation on the West facing sloped roof at the South side. The roofer apparently ran out of materials on this roof and brought additional roofing 2 days later, which was verified to be the correct type and color, but must have been a different dye lot or production run, thus the color variation. OEM has notified the roofer and is awaiting a response. 12.18.17 – The roofing manufacturer sent a letter that stated the discoloration will “weather out” after exposure to the elements for 90 days. LS notified the team on 12.5.17. If the color variation is still there on 3.5.18, the District will contact the manufacturer.
30-3	N/A	Bulletin 61 is out for pricing as of 12/8/17. KP is holding the drywaller off of the ceiling in room 817 so that the work in Bulletin 61 can ultimately be implemented. 12.18.17 – Work went ahead in room 817.
31-1	KP	Discussed the flooring requirements for vapor emission and pH testing. KP will contact the flooring installers to confirm which tests are required.
31-2	N/A	The caulking at the reglet flashing needs some correction. There appears to be too much caulking at the joints and the color should match the adjacent surface.

- 32-1** *LS/FM* *Discussed the gas installation at length. The District did a contract with the Gas Co. a year ago but apparently it was cancelled by the Gas Co. The District is expecting a new contract from them any time which will likely have fees associated that need to be paid which will then allow the work to be scheduled and performed. The building cannot be acclimated until the gas is on and the heat is running.*
- 32-2** *KP discussed the need to move the existing kitchen equipment over in the near future (pending occupancy of the building, health department inspections, gas installation, etc.). The District will coordinate a meeting with the kitchen staff next week to discuss a plan since they will likely be without a working oven for several days perhaps a week.*
- 32-3** *RM* *Discussed the exit signs in large restrooms. RM will be issuing Bulletin 64 which will delete those signs.*
- 32-4** *RM* *Discussed the exhaust for the dishwasher. KP will send an RFI, RM to respond.*

This confirms and records our interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within seven days of the issue date of this meeting report, we will assume the interpretation or description is complete and accurate.

MANGINI ASSOCIATES INC.

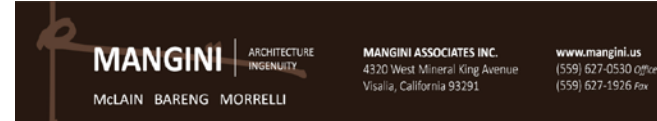
By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

PROJECT: New Multi-Purpose/Gym Building at Tipton Elementary School
 MANAGER:
 PREPARED BY: Ryan Morrelli
 DATE: 1/4/2018



ID	Spec Section	Subject	Status	Received	Last Action	Response Date
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
39.3	22 0000	Plumbing	Expected			
85.3	27 4000	Audio Visual System Conference Center	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017	Responded and Closed - Reviewed	1/24/2017
44	01 2910	Payment Procedures	Closed	1/30/2017	Responded and Closed - No Exceptions Taken	1/30/2017
88	03 3000	URGENT Air Entrained Freezer Mix Design	Closed	12/4/2017	Responded and Closed - No Exceptions Taken	12/4/2017
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017	Responded and Closed - Make Corrections Noted	2/1/2017
46	03 3000	Exterior Rebar	Closed	1/31/2017	Responded and Closed - Make Corrections Noted	2/1/2017
43	03 3000	Rebar Slab	Closed	1/26/2017	Responded and Closed - No Exceptions Taken	1/31/2017
42	03 3000	Rebar Foundation	Closed	1/26/2017	Responded and Closed - Make Corrections Noted	1/31/2017
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017	Responded and Closed - No Exceptions Taken	1/9/2017
12	03 3000	Concrete Vapor Barrier	Closed	12/20/2016	Responded and Closed - No Exceptions Taken	12/20/2016
10	03 3000	Concrete Slip Dowel System	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/21/2016
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	12/16/2016	Responded and Closed - No Exceptions Taken	12/16/2016
8	03 3000	Concrete Curing Material	Closed	12/16/2016	Responded and Closed - No Exceptions Taken	12/16/2016
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017	Responded and Closed - Make Corrections Noted	5/31/2017
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017	Responded and Closed - No Exceptions Taken	2/14/2017
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017	Responded and Closed - Revise and Resubmit	1/13/2017
31	04 2900	Reinforced Unit Masonry	Closed	1/4/2017	Responded and Closed - Revise and Resubmit	1/5/2017
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017	Responded and Closed - Make Corrections Noted	5/16/2017
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017	Responded and Closed - Revise and Resubmit	4/25/2017
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017	Responded and Closed - Make Corrections Noted	3/13/2017
53	05 1200	Structural Steel Framing	Closed	2/15/2017	Review Response - Make Corrections Noted	3/8/2017
60.1	05 3000	Metal Decking	Closed	3/2/2017	Responded and Closed - Make Corrections Noted	3/6/2017
60	05 3000	Metal Decking	Closed	2/20/2017	Responded and Closed - Revise and Resubmit	2/22/2017
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017	Responded and Closed - Make Corrections Noted	2/14/2017
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017	Responded and Closed - Make Corrections Noted	7/14/2017
17	06 4000	Architectural Woodwork Color Samples	Closed	12/21/2016	Responded and Closed - Make Corrections Noted	12/22/2016
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	12/22/2016	Responded and Closed - No Exceptions Taken	12/22/2016
7	06 4000	Architectural Woodwork	Closed	12/15/2016	Responded and Closed - Make Corrections Noted	12/16/2016
65	07 2100	Blanket Insulation	Closed	3/10/2017	Responded and Closed - No Exceptions Taken	3/13/2017
90	07 2120	Foam-In-Place Insulation	Closed	12/11/2017	Responded and Closed - No Exceptions Taken	12/11/2017
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017	Responded and Closed - No Exceptions Taken	5/22/2017
75R	07 3110	Asphalt Shingles	Closed	5/15/2017	Responded and Closed - No Exceptions Taken	5/15/2017
75	07 3110	Asphalt Shingles	Closed	3/28/2017	Responded and Closed - Partial Resubmittal	3/28/2017
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017	Responded and Closed - Make Corrections Noted	3/28/2017
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017	Responded and Closed - Make Corrections Noted	3/29/2017
15	07 7200	Roof Accessories	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/22/2016

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
87	07 8400	Firestopping at head of wall	Closed	12/2/2017	Responded and Closed - No Exceptions Taken	12/4/2017
11	08 1110	Hollow Metal Doors and Frames	Closed	12/19/2016	Responded and Closed - Make Corrections Noted	12/21/2016
14	08 3100	Access Doors	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/28/2016
18	08 3300	Coiling Doors	Closed	12/21/2016	Responded and Closed - Make Corrections Noted	3/8/2017
36	08 5620	Pass and Observation Windows	Closed	1/13/2017	Responded and Closed - No Exceptions Taken	1/18/2017
32	08 7100	Door Hardware	Closed	1/4/2017	Responded and Closed - No Exceptions Taken	1/5/2017
35	08 8100	Glass Glazing	Closed	1/13/2017	Responded and Closed - No Exceptions Taken	1/17/2017
84	09 2400	EIFS - Plaster Finish and Color Sample	Closed	10/6/2017	Responded and Closed - No Exceptions Taken	10/17/2017
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017	Responded and Closed - No Exceptions Taken	4/24/2017
28	09 2400	Cement Plaster	Closed	12/29/2016	Responded and Closed - No Exceptions Taken	12/29/2016
29	09 2900	Gypsum Board	Closed	12/29/2016	Responded and Closed - No Exceptions Taken	12/29/2016
30	09 3000	Tile Samples	Closed	1/4/2017	Responded and Closed - No Exceptions Taken	1/5/2017
25	09 3000	Tile	Closed	12/29/2016	Responded and Closed - Make Corrections Noted	12/30/2016
21	09 5100	Acoustical Ceiling Color Samples	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/22/2016
3	09 5100	Acoustical Ceilings	Closed	12/15/2016	Responded and Closed - No Exceptions Taken	12/15/2016
68	09 6500	Resilient Flooring	Closed	3/23/2017	Responded and Closed - No Exceptions Taken	3/27/2017
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017	Responded and Closed - No Exceptions Taken	4/7/2017
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017	Responded and Closed - Make Corrections Noted	3/20/2017
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/6/2017
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/22/2016
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	12/15/2016	Responded and Closed - No Exceptions Taken	12/15/2016
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/22/2016
5	09 7730	Fiberglass Reinforced Paneling	Closed	12/15/2016	Responded and Closed - No Exceptions Taken	12/15/2016
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	12/15/2016	Responded and Closed - No Exceptions Taken	12/15/2016
63	09 9100	Painting	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/6/2017
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/8/2017
55	10 1400	Signage Samples	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	7/31/2017
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017	Responded and Closed - Make Corrections Noted	8/10/2017
1	10 1400	Signage and Plaque	Closed	12/15/2016	Responded and Closed - Make Corrections Noted	7/31/2017
1R2	10 1410	Plaque	Closed	8/22/2017	Responded and Closed - No Exceptions Taken	8/22/2017
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016	Responded and Closed - Make Corrections Noted	12/27/2016
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017	Responded and Closed - No Exceptions Taken	1/23/2017
37	10 2240	Folding Panel Partitions	Closed	1/17/2017	Responded and Closed - No Exceptions Taken	1/18/2017
23	10 2810	Toilet Accessories	Closed	12/23/2016	Responded and Closed - Make Corrections Noted	12/27/2016
13	10 4400	Fire Protection Specialties	Closed	12/21/2016	Responded and Closed - No Exceptions Taken	12/21/2016
27	11 4000	Food Service Equipment	Closed	12/29/2016	Responded and Closed - Make Corrections Noted	1/5/2017
16	11 5210	Projection Screens	Closed	12/21/2016	Responded and Closed - Make Corrections Noted	12/22/2016
26	11 6140	Stage Curtains	Closed	12/29/2016	Responded and Closed - Make Corrections Noted	1/24/2017
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	4/24/2017
57	11 6620	Gymnasium Equipment	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	2/24/2017
52	11 6640	Interior Scoreboards	Closed	2/10/2017	Responded and Closed - Make Corrections Noted	4/24/2017
77	12 5625	Built-In Folding Tables	Closed	3/29/2017	Responded and Closed - No Exceptions Taken	4/17/2017
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017	Responded and Closed - No Exceptions Taken	2/6/2017
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017	Responded and Closed - Revise and Resubmit	7/19/2017
59	21 0000	Fire Sprinkler System	Closed	2/20/2017	Responded and Closed - Rejected	2/21/2017
39.2	22 0000	Plumbing	Closed	6/19/2017	Responded and Closed - Rejected	6/20/2017
39.1	22 0000	Plumbing	Closed	2/17/2017	Responded and Closed - Partial Resubmittal	2/24/2017
39	22 0000	Plumbing	Closed	1/18/2017	Responded and Closed - Revise and Resubmit	1/26/2017

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
38.3	22 0000	Plumbing - Site	Closed	11/13/2017	Responded and Closed - No Exceptions Taken	11/15/2017
38.2	22 0000	Plumbing - Site	Closed	9/19/2017	Responded and Closed - Revise and Resubmit	9/26/2017
38.1	22 0000	Plumbing - Site	Closed	3/2/2017	Responded and Closed - Partial Resubmittal	3/13/2017
38	22 0000	Plumbing - Site	Closed	1/18/2017	Responded and Closed - Partial Resubmittal	1/26/2017
54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017	Responded and Closed - No Exceptions Taken	7/21/2017
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017	Responded and Closed - Revise and Resubmit	7/12/2017
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017	Responded and Closed - Partial Resubmittal	3/27/2017
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017	Responded and Closed - Revise and Resubmit	2/24/2017
67	26 6000	Dimming System Lighting	Closed	4/11/2017	Responded and Closed - No Exceptions Taken	4/13/2017
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017	Responded and Closed - No Exceptions Taken	2/2/2017
6.1	26 6000	Electrical Power	Closed	2/9/2017	Responded and Closed - Make Corrections Noted	2/14/2017
6	26 6000	Electrical Power	Closed	12/15/2016	Responded and Closed - Partial Resubmittal	2/6/2017
33	26 7000	General Electrical	Closed	1/6/2017	Responded and Closed - Make Corrections Noted	2/2/2017
24	26 7000	Lighting	Closed	12/23/2016	Responded and Closed - No Exceptions Taken	1/3/2017
71.1	27 1000	Structured Cabling	Closed	5/9/2017	Responded and Closed - No Exceptions Taken	5/22/2017
71	27 1000	Structured Cabling	Closed	3/28/2017	Responded and Closed - Revise and Resubmit	4/17/2017
86	27 2000	Uninterruptible Power Supply	Closed	10/27/2017	Responded and Closed - No Exceptions Taken	11/1/2017
85R2	27 4000	Audio Visual System Conference Center	Closed	12/14/2017	Responded and Closed - Revise and Resubmit	12/28/2017
85.1	27 4000	Audio Visual System-Conference Center	Closed	11/27/2017	Responded and Closed - Revise and Resubmit	12/13/2017
85	27 4000	Audio Visual System-Conference Center	Closed	10/19/2017	Responded and Closed - Revise and Resubmit	11/1/2017
72	27 4000	Assisted Listening System	Closed	3/28/2017	Responded and Closed - No Exceptions Taken	4/17/2017
70.1	27 7000	Intercom Paging System	Closed	5/9/2017	Responded and Closed - No Exceptions Taken	5/22/2017
70	27 7000	Intercom Paging System	Closed	3/28/2017	Responded and Closed - Revise and Resubmit	4/17/2017
73	27 9000	Burglar Alarm System	Closed	3/28/2017	Responded and Closed - Rejected	4/17/2017
69	28 3100	Fire Alarm System	Closed	3/28/2017	Responded and Closed - Make Corrections Noted	4/14/2017
56	32 1720	Pavement Marking	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	2/20/2017
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017	Responded and Closed - No Exceptions Taken	7/6/2017
51	32 3110	Gate Operator & Controls	Closed	2/15/2017	Responded and Closed - No Exceptions Taken	2/21/2017
89	32 3115	Chain Link Fence Slat Color Chart	Closed	12/8/2017	Responded and Closed - No Exceptions Taken	12/13/2017
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017	Responded and Closed - No Exceptions Taken	2/14/2017
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017	Responded and Closed - Revise and Resubmit	2/10/2017

Request for Information Report - All

PROJECT: New Multi-Purpose/Gym Building at Tipton Elementary School
 MANAGER:
 PREPARED BY: Ryan Morrelli
 DATE: 1/4/2018



ID	Subject	Status	Received	Last Action	Response Date
109	Tackboard Clarification	Closed	12/20/2017	Responded and Closed - Answered	12/22/2017
108	Fire Sprinkler Conflict With Soffit	Closed	12/14/2017	Responded and Closed - Answered	12/18/2017
107	Finish at Soffits in Room 809 caulking to CMU	Closed	12/14/2017	Responded and Closed - Answered	12/19/2017
106	Bulletin #61 Dimensions of ODU	Closed	12/12/2017	Responded and Closed - Answered	12/13/2017
105	Bulletin #61 - ODU ground mount location	Closed	12/12/2017	Responded and Closed - Answered	12/13/2017
104	Raise Accent Tile	Closed	12/7/2017	Responded and Closed - Answered	12/8/2017
103	Acoustical Cloud	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
102	Gate Touch Pad Locations	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
101	Wheel Chair Lift Requirements	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
100	Window frame #10 rabbet for glass	Closed	11/28/2017	Responded and Closed - Answered	11/29/2017
99	Concealed Type Sprinklers	Closed	11/14/2017	Responded and Closed - Answered	11/28/2017
98	Interior CMU Paint Clarification	Closed	11/6/2017	Responded and Closed - Answered	11/6/2017
97	Flooring Pattern	Closed	10/27/2017	Responded and Closed - Answered	10/31/2017
96	Dimensional Lettering Location	Closed	10/26/2017	Responded and Closed - Answered	10/30/2017
95	AV Speakers	Closed	10/18/2017	Responded and Closed - Answered	10/19/2017
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017	Responded and Closed - Answered	10/17/2017
93	Projector Electrical and Conduit	Closed	10/13/2017	Responded and Closed - Answered	11/1/2017
92	Ceiling Diffusers Room 813	Closed	10/13/2017	Responded and Closed - Answered	10/17/2017
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017	Responded and Closed - Answered	10/16/2017
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017	Responded and Closed - Answered	10/13/2017
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017	Responded and Closed - Answered	10/12/2017
88	Projection Screen	Closed	10/5/2017	Responded and Closed - Answered	11/1/2017
87	Stage Track Lighting Conflict	Closed	10/5/2017	Responded and Closed - Answered	10/6/2017
86	Electrical to Trap Primer Room 808	Closed	10/4/2017	Responded and Closed - Answered	10/5/2017
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017	Responded and Closed - Answered	10/5/2017
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017	Responded and Closed - Answered	10/5/2017
83	UPS System	Closed	10/2/2017	Responded and Closed - Answered	10/19/2017
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017	Responded and Closed - Answered	10/2/2017
81	Outside Speaker Box Locations	Closed	9/27/2017	Responded and Closed - Answered	10/12/2017
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017	Responded and Closed - Answered	9/27/2017
79	Pendant Sprinklers	Closed	9/26/2017	Responded and Closed - Answered	9/27/2017
78	Soffit Vent Dimensions	Closed	10/3/2017	Responded and Closed - Answered	10/3/2017
77	Finish Plaster Color Notation	Closed	9/22/2017	Responded and Closed - Answered	9/22/2017
76	Soffit Vent Dimension	Closed	9/21/2017	Responded and Closed - Answered	9/21/2017
75	Exterior Lights at Snack Bar	Closed	9/20/2017	Responded and Closed - Answered	9/20/2017

ID	Subject	Status	Received	Last Action	Response Date
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017	Responded and Closed - Answered	9/20/2017
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017	Responded and Closed - Answered	9/12/2017
72	Branch Line in Main Area	Closed	9/11/2017	Responded and Closed - Answered	9/12/2017
71	Smoke Detectors in Room 809	Closed	9/7/2017	Responded and Closed - Answered	9/18/2017
70	Tectum height in Room 809	Closed	9/6/2017	Responded and Closed - Answered	9/6/2017
69	Wall mounted pipe hanger detail	Closed	9/5/2017	Responded and Closed - Answered	9/12/2017
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017	Responded and Closed - Answered	9/6/2017
67	Existing vault, West side of Building	Closed	9/5/2017	Responded and Closed - Answered	12/11/2017
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017	Responded and Closed - Answered	8/28/2017
65	Control Joints in EIFS & Plaster	Closed	8/28/2017	Responded and Closed - Answered	8/28/2017
64	Acoustic Ceiling Change	Closed	8/23/2017	Responded and Closed - Answered	8/28/2017
63	Full Height Walls at Restroom	Closed	8/23/2017	Responded and Closed - Answered	8/29/2017
62	PT Attachment at CMU	Closed	8/23/2017	Responded and Closed - Answered	8/24/2017
61	Tamper Switch	Closed	8/16/2017	Responded and Closed - Answered	8/21/2017
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017	Responded and Closed - Answered	8/15/2017
59	Embed Bolts at GL B	Closed	7/26/2017	Responded and Closed - Answered	7/27/2017
58	Mechanical Units Change	Closed	7/25/2017	Responded and Closed - Answered	7/25/2017
57	Embed Bolt Fix	Closed	7/21/2017	Responded and Closed - Answered	7/27/2017
56	Missed Embed	Closed	7/12/2017	Responded and Closed - Answered	7/20/2017
55	Roof Decking Hilti Pins	Closed	7/7/2017	Responded and Closed - Answered	7/10/2017
54	Missed Embed	Closed	6/19/2017	Responded and Closed - Answered	6/20/2017
53	CMU Clarification	Closed	6/16/2017	Responded and Closed - Answered	6/16/2017
52	Existing Solar Underground Piping	Closed	6/12/2017	Responded and Closed - Answered	6/13/2017
51	SCE Service Yard Issue	Closed	6/12/2017	Responded and Closed - Answered	6/13/2017
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017	Responded and Closed - Answered	6/6/2017
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017	Responded and Closed - Answered	6/1/2017
48	Walk-In Condenser Location	Closed	5/31/2017	Responded and Closed - Answered	6/6/2017
47	Beam Pocket	Closed	5/30/2017	Responded and Closed - Answered	5/31/2017
46	High Lift Grout	Closed	5/31/2017	Responded and Closed - Answered	6/2/2017
45	Duct in Room 819	Closed	5/25/2017	Responded and Closed - Answered	5/25/2017
44	Lobby J Boxes	Closed	5/24/2017	Responded and Closed - Answered	5/24/2017
43	HVAC Duct Penetration at CMU	Closed	5/23/2017	Responded and Closed - Answered	5/23/2017
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017	Responded and Closed - Answered	5/22/2017
41	Data Outlet in New Freezer Box	Closed	5/17/2017	Responded and Closed - Answered	5/22/2017
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017	Responded and Closed - Answered	5/18/2017
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017	Responded and Closed - Answered	5/15/2017
38	Low Voltage Sleeves	Closed	5/9/2017	Responded and Closed - Answered	5/22/2017
37	Game Lines for Basketball Court	Closed	5/5/2017	Responded and Closed - Answered	5/8/2017
36	Stage Floor Box Mounting	Closed	5/4/2017	Responded and Closed - Answered	5/4/2017
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017	Responded and Closed - Answered	5/22/2017
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
33	Electrical Symbol A on T Sheets	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
32	Columns on Grid 4	Closed	4/26/2017	Responded and Closed - Answered	4/27/2017

ID	Subject	Status	Received	Last Action	Response Date
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017	Responded and Closed - Answered	4/25/2017
30	Shop Drawing Clarification	Closed	4/20/2017	Responded and Closed - Answered	4/20/2017
29.1	Bent Plate Welds	Closed	4/21/2017	Responded and Closed - Answered	4/24/2017
29	Bent Plate Welds	Closed	4/19/2017	Responded and Closed - Answered	4/20/2017
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017	Responded and Closed - Answered	4/13/2017
27	Folding Panel Steel Dimensions	Closed	4/5/2017	Responded and Closed - Answered	4/7/2017
26	Smoke Vent Location	Closed	4/4/2017	Responded and Closed - Answered	4/4/2017
25	Steel Connection Plate	Closed	4/4/2017	Responded and Closed - Answered	4/6/2017
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017	Responded and Closed - Answered	4/3/2017
23	Data Pull Boxes	Closed	3/30/2017	Responded and Closed - Answered	4/10/2017
22	Steel Clarifications Mill Cert	Closed	3/27/2017	Responded and Closed - Answered	3/27/2017
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017	Responded and Closed - Answered	3/28/2017
20	Sloped Shear Plate	Closed	3/20/2017	Responded and Closed - Answered	3/22/2017
19	Grout Pocket	Closed	3/16/2017	Responded and Closed - Answered	3/20/2017
18	Beam Pocket	Closed	3/16/2017	Responded and Closed - Answered	3/20/2017
17	Abandoned Concrete Tank	Closed	3/15/2017	Responded and Closed - Answered	3/16/2017
16R	Storm Drain Conflict	Closed	3/15/2017	Responded and Closed - Answered	3/20/2017
16	Storm Drain Conflict	Closed	3/14/2017	Responded and Closed - Answered	3/15/2017
15	Abandoned Concrete Vault	Closed	3/13/2017	Responded and Closed - Answered	3/20/2017
14	Treads	Closed	2/17/2017	Responded and Closed - Answered	2/28/2017
13	Garbage Disposal Line	Closed	2/16/2017	Responded and Closed - Answered	2/21/2017
12	NLSL Meaning	Closed	2/1/2017	Responded and Closed - Answered	2/1/2017
11	Fixture F Safety Wire	Closed	1/27/2017	Responded and Closed - Answered	1/31/2017
10	Floor Box Clarification	Closed	1/27/2017	Responded and Closed - Answered	1/30/2017
9	Door Undercut	Closed	1/11/2017	Responded and Closed - Answered	1/11/2017
8	Service Yard Trash Enclosure	Closed	1/11/2017	Responded and Closed - Answered	1/11/2017
7	Construction Joints	Closed	1/4/2017	Responded and Closed - Answered	1/5/2017
6	Edge Shovel Footing Detail Change	Closed	1/4/2017	Responded and Closed - Answered	1/5/2017
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016	Responded and Closed - Answered	12/23/2016
4	Basketball Control Panel	Closed	12/20/2016	Responded and Closed - Answered	12/21/2016
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016	Responded and Closed - Answered	12/21/2016
2	Moisture Barrier Discrepancy	Closed	12/16/2016	Responded and Closed - Answered	12/20/2016
1	CMU Wall Footing Change	Closed	12/16/2016	Responded and Closed - Answered	12/27/2016

BULLETIN LOG

Project: New Multi-Purpose/Gymnasium at Tipton Elementary School
Owner: Tipton Elementary School District
Inspector: Tom Hirst
Contractor: Oral E. Micham, Inc.
Contingencies: Held by Owner.
Allowances: Held by Owner.

MAI Project No: 1473
DSA File No: 54-97
DSA Appl No: 02-114729

Bulletin (B)				Cost Order Request (COR)								Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
1	Y	SI	12.13.16	Value Engineering Items (DSA)	---	---	\$0.00	0	\$0.00	0	DSA approved 12.13.16.	---	---
1A	N	SI	12.12.16	Value Engineering Items (non-DSA)									
2	N	SI	12.16.16	Plumbing revision in Clean-Up Room 822 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 - change the sprinkler heads to pendants Reason: Clarification of Documents	32	10.9.17	\$2,228.91	0	\$2,228.91	0	Owner approved 10.18.17.	5	11.28.17
27	Y	SI	6.1.17	RFI 47: Grout beam pocket revision detail 4/S6.4 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Architect Omission	30	10.3.17	\$1,188.29	0	\$1,188.29	0	DSA approved 6.15.17. Owner approved 10.3.17.	4	10.02.17
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission	---	---	\$0.00	0	\$0.00	0		---	---
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	10.02.17
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission	26	10.17.18	\$2,369.72	0	\$2,369.72	0	Owner approved 10.18.17.	5	11.28.17

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: Unforeseen Condition	24 24R	9.13.17 11.9.17	\$14,288.35 \$14,165.76	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.	---	---
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. No cost per OEM.	---	---
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 Reason: Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 Reason: Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 Reason: Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	11.28.17
46	N	---	---	Reroute the duct work on the stage at the smoke vent Reason: Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) Reason: Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	11.28.17
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) Reason: Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	11.28.17
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) Reason: Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
51	N	PR	10.23.17	Provide the bleachers formerly removed from the project through value engineering Reason: Owner Request	39	11.8.17	\$64,617.18	0	\$64,617.18	0	Owner approved 12.5.17.	5	11.28.17
52	N	PR	10.30.17	Site revisions based on the future "Phase 2/3" work (Does not include fencing credit) Reason: Owner Request	42	12.4.17	(\$13,624.00)	0	\$0.00	0	Pending revision.		
53	N	---	---	RFI 88 - Provide conduit and wiring to the projection screen at the Stage area Reason: Engineer Omission	35 35.1	10.30.17 11.28.17	\$2,018.85 \$1,380.93	0	\$1,380.93	0	Owner approved 11.28.17.	7	
54	N	---	---	Provide eight 24 gauge saddles at the EIFS transition Reason: Value Engineering Omission	37	11.1.17	\$501.00	0	\$501.00	0	Owner approved 11.9.17.	5	11.28.17
55 55R1	N	PR	11.2.17 11.7.17	Provide power and revise the fire alarm at the telescoping bleachers (see Bulletin 51) Reason: Engineer Omission	41 41.1	11.16.17 12.4.17	\$3,653.00 \$3,992.07	0	\$3,992.07	0	Owner approved 12.7.17	7	
56 56R1	N	PR	11.8.17 12.4.17	Lighting sway bracing and relocation to avoid seismic interference with beams and ducts Reason: Field Condition	45 45.1	12.13.17 12.21.17	\$3,989.94 \$3,200.23	3	\$3,200.23	0	Owner approved 1.2.18	7	
57	N	---	---	RFI #82 - Delete the Gypsum Board Sheathing at Exterior Soffits Reason: Contractor Request	38	11.6.17	(\$3,300.08)	0	(\$3,300.08)	0	Owner approved 11.9.17.	5	11.28.17
58	N	---	---	RFI #89 - Paint the interior CMU walls Reason: Architect Error	40	11.10.17	\$5,938.74	0	\$5,938.74	0	Owner approved 11.16.17.	5	11.28.17
59	N	---	---	RFI 93 - Provide conduit and wiring to the projector on the Stage Reason: Engineer Omission	36.1	11.28.17	\$1,249.31	0	\$1,249.31	0	Owner approved 12.5.17.	7	
60	N	---	---	Revise the Schedule of Sublease Payments Reason: Owner Request	---	---	\$0.00	0	\$0.00	0	Owner approved 12.7.17	6	11.29.17
61	N	PR	12.8.17	Conditioning of Utility Room 817 Reason: Engineer Omission	46	1.3.18	\$23,906.30 \$19,813.10	7	\$0.00	0	Pending Owner Review.		
62	N	---	---	Extended time and overhead related to the bleachers and associated electrical work (Bulletins 51 and 55R1) Reason: Owner Request	43	12.12.17	\$7,557.44	102	\$0.00	0	Pending Owner Review.		
63	N	---	---	RFI 103 - Paint all items above the acoustical cloud black Reason: Architect Omission	44	12.13.17	\$2,796.89	0	\$0.00	0	Owner rejected 12.28.17. No resubmission required.	---	---
Total Accepted Cost Impact →										\$ 127,553.71	46	← Total Accepted Time Impact	

PROGRESS MEETING NO. 33

Issue Date: January 15, 2018

PROJECT:	New Multi-Purpose/Gym at Tipton Elem.	MEETING DATE:	January 15, 2018
LOCATION:	Project Site	MAI PROJECT NO.:	1473
OWNER:	Tipton Elementary School District	OWNER'S REPRESENTATIVE:	Luke Smith
CONTRACTOR:	Oral E Micham Inc.	PROJECT INSPECTOR:	Tom Hirst

Attendees:

Luke Smith (LS)

Kirk Purcaro (KP)

~~Fausto Martin (FM), Anthony Hernandez (AH)~~

Ryan Morrelli (RM)

~~Jerry Riggins (JR), Steve Tindle (ST)~~

Tom Hirst (TH)

Weather			Site Conditions		Day	
<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Snow	<input type="checkbox"/> Cool	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Dusty	<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Overcast	<input checked="" type="checkbox"/> Foggy	<input type="checkbox"/> Warm	<input type="checkbox"/> Muddy		<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday
<input type="checkbox"/> Rain	<input checked="" type="checkbox"/> Cold	<input type="checkbox"/> Hot			<input type="checkbox"/> Wednesday	

Field Observations:

1. Site concrete will be complete later this week.
2. Electricians have power to the building. The panels are wired. Working on installing light fixtures.
3. Register installation is complete.
4. Painters are near complete and waiting on the door hardware to finish up.
5. Tack board is installed, less some trims.
6. T-bar ceiling grids are complete. Will install tiles possibly this week, depending on electrical.
7. Door hardware is being installed. Exterior and electrical doors are locked.
8. Some low voltage devices and equipment have been installed but not complete.
9. Toilet partitions and accessories have been installed.
10. Plumbing rough in is complete less at kitchen equipment. Finish is near complete.

Field Instructions:

1. None.

A. Project Status:

1. **Contract Time:**
 - a. Notice to Proceed Date: December 12, 2016
 - b. Initial Contract Duration: Nine months
 - c. Initial Completion Date: September 12, 2017
 - d. Current Projected Completion Date: January 24, 2018
 - e. Approved Time Extended Completion Date: October 28, 2017
 - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
 - a. Original Contract Sum: \$5,878,945.07
 - b. Approved Change Orders: \$117,731.17
 - c. Revised Contract Sum: \$5,996,676.24

B. Progress and Schedule:

1. **Schedule Conformance:** Update provided 11.28.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

C. Materials and Equipment:

1. **Submittals:** Refer to attached log.

D. Requests for Information:

1. **RFI's:** Refer to attached log.

E. Changes:

1. **Bulletins:** Refer to attached log.

F. Testing and Inspections:

1. **Testing in Progress:** Normal inspections on-going. Calcium chloride testing is on hold (pending gas installation and heater running).
2. **Nonconforming Work or Materials:** None.

G. DSA Inspection:

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17, 10.21.17, 11.21.17, 12.15.17, 1.9.18.
2. **Corrections Needed:** None.

H. Progress Payments:

1. **Percentage of Completion:** 90%

I. School District Items:

1. The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review. **10.31.17 - District is reviewing the drafts.**

J. Discussion Items:

Item No.	Action By	Description
30-1	JR	Discussed the fire sprinkler head style (concealed vs semi-exposed). The Owner is not willing to accept simply adding cages as this time. Upon further review of the installation, there are numerous heads in the soffits in room 809 that are shown on the plans that are not installed (roughly 10). KP and TH will research and get back to RM. We likely need to have a site meeting with the subcontractor and the design engineer. 12.18.17 – Discussed the concealed vs semi-exposed heads again. The missing heads have been installed. Refer to RFI 108 regarding missing heads on East wall soffit. 1.4.18 – JR to ask the fire sprinkler contract again if they would be willing to change out all of the soffit heads and stage opening heads to concealed and add cages in the large storage room. 1.15.18 – The fire sprinkler contractor will be replacing the installed heads in the gym soffits with the concealed type heads and adding cages to the heads in the large storage room.
30-2	OEM	Discussed the roof shingle color variation on the West facing sloped roof at the South side. The roofer apparently ran out of materials on this roof and brought additional roofing 2 days later, which was verified to be the correct type and color, but must have been a different dye lot or production run, thus the color variation. OEM has notified the roofer and is awaiting a response. 12.18.17 – The roofing manufacturer sent a letter that stated the discoloration will “weather out” after exposure to the elements for 90 days. LS notified the team on 12.5.17. If the color variation is still there on 3.5.18, the District will contact the manufacturer.
32-1	LS/FM	Discussed the gas installation at length. The District did a contract with the Gas Co. a year ago but apparently it was cancelled by the Gas Co. The District is expecting a new contract from them any time which will likely have fees associated that need to be paid which will then allow the work to be scheduled and performed. The building cannot be acclimated until the gas is on and the heat is running. 1.15.18 – The Gas Co. discovered that the main line to the meter is a high pressure 3/4" line and is not large enough to provide the proper amount of gas. They are working on the paperwork to upgrade the service back to the street.

- 32-2 KP discussed the need to move the existing kitchen equipment over in the near future (pending occupancy of the building, health department inspections, gas installation, etc.). The District will coordinate a meeting with the kitchen staff next week to discuss a plan since they will likely be without a working oven for several days perhaps a week.
- 32-3 RM Discussed the exit signs in large restrooms. RM will be issuing Bulletin 64 which will delete those signs.
- 32-4 RM Discussed the exhaust for the dishwasher. KP will send an RFI, RM to respond.

This confirms and records our interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within seven days of the issue date of this meeting report, we will assume the interpretation or description is complete and accurate.

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

PROJECT: New Multi-Purpose/Gym Building at Tipton Elementary School

MANAGER:

PREPARED BY: Ryan Morrelli

DATE: 1/15/2018



ID	Spec Section	Subject	Status	Received	Last Action	Response Date
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
85.4	27 4000	Audio Visual System Conference Center	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017	Responded and Closed - Reviewed	1/24/2017
44	01 2910	Payment Procedures	Closed	1/30/2017	Responded and Closed - No Exceptions Taken	1/30/2017
88	03 3000	URGENT Air Entrained Freezer Mix Design	Closed	12/4/2017	Responded and Closed - No Exceptions Taken	12/4/2017
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017	Responded and Closed - Make Corrections Noted	2/1/2017
46	03 3000	Exterior Rebar	Closed	1/31/2017	Responded and Closed - Make Corrections Noted	2/1/2017
43	03 3000	Rebar Slab	Closed	1/26/2017	Responded and Closed - No Exceptions Taken	1/31/2017
42	03 3000	Rebar Foundation	Closed	1/26/2017	Responded and Closed - Make Corrections Noted	1/31/2017
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017	Responded and Closed - No Exceptions Taken	1/9/2017
12	03 3000	Concrete Vapor Barrier	Closed	#####	Responded and Closed - No Exceptions Taken	12/20/2016
10	03 3000	Concrete Slip Dowel System	Closed	#####	Responded and Closed - No Exceptions Taken	12/21/2016
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	#####	Responded and Closed - No Exceptions Taken	12/16/2016
8	03 3000	Concrete Curing Material	Closed	#####	Responded and Closed - No Exceptions Taken	12/16/2016
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017	Responded and Closed - Make Corrections Noted	5/31/2017
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017	Responded and Closed - No Exceptions Taken	2/14/2017
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017	Responded and Closed - Revise and Resubmit	1/13/2017
31	04 2900	Reinforced Unit Masonry	Closed	1/4/2017	Responded and Closed - Revise and Resubmit	1/5/2017
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017	Responded and Closed - Make Corrections Noted	5/16/2017
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017	Responded and Closed - Revise and Resubmit	4/25/2017
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017	Responded and Closed - Make Corrections Noted	3/13/2017
53	05 1200	Structural Steel Framing	Closed	2/15/2017	Review Response - Make Corrections Noted	3/8/2017
60.1	05 3000	Metal Decking	Closed	3/2/2017	Responded and Closed - Make Corrections Noted	3/6/2017
60	05 3000	Metal Decking	Closed	2/20/2017	Responded and Closed - Revise and Resubmit	2/22/2017
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017	Responded and Closed - Make Corrections Noted	2/14/2017
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017	Responded and Closed - Make Corrections Noted	7/14/2017
17	06 4000	Architectural Woodwork Color Samples	Closed	#####	Responded and Closed - Make Corrections Noted	12/22/2016
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	#####	Responded and Closed - No Exceptions Taken	12/22/2016
7	06 4000	Architectural Woodwork	Closed	#####	Responded and Closed - Make Corrections Noted	12/16/2016
65	07 2100	Blanket Insulation	Closed	3/10/2017	Responded and Closed - No Exceptions Taken	3/13/2017
90	07 2120	Foam-In-Place Insulation	Closed	#####	Responded and Closed - No Exceptions Taken	12/11/2017
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017	Responded and Closed - No Exceptions Taken	5/22/2017
75R	07 3110	Asphalt Shingles	Closed	5/15/2017	Responded and Closed - No Exceptions Taken	5/15/2017
75	07 3110	Asphalt Shingles	Closed	3/28/2017	Responded and Closed - Partial Resubmittal	3/28/2017
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017	Responded and Closed - Make Corrections Noted	3/28/2017
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017	Responded and Closed - Make Corrections Noted	3/29/2017
15	07 7200	Roof Accessories	Closed	#####	Responded and Closed - No Exceptions Taken	12/22/2016
87	07 8400	Firestopping at head of wall	Closed	12/2/2017	Responded and Closed - No Exceptions Taken	12/4/2017
11	08 1110	Hollow Metal Doors and Frames	Closed	#####	Responded and Closed - Make Corrections Noted	12/21/2016
14	08 3100	Access Doors	Closed	#####	Responded and Closed - No Exceptions Taken	12/28/2016
18	08 3300	Coiling Doors	Closed	#####	Responded and Closed - Make Corrections Noted	3/8/2017

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
36	08 5620	Pass and Observation Windows	Closed	1/13/2017	Responded and Closed - No Exceptions Taken	1/18/2017
32	08 7100	Door Hardware	Closed	1/4/2017	Responded and Closed - No Exceptions Taken	1/5/2017
35	08 8100	Glass Glazing	Closed	1/13/2017	Responded and Closed - No Exceptions Taken	1/17/2017
84	09 2400	EIFS - Plaster Finish and Color Sample	Closed	10/6/2017	Responded and Closed - No Exceptions Taken	10/17/2017
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017	Responded and Closed - No Exceptions Taken	4/24/2017
28	09 2400	Cement Plaster	Closed	#####	Responded and Closed - No Exceptions Taken	12/29/2016
29	09 2900	Gypsum Board	Closed	#####	Responded and Closed - No Exceptions Taken	12/29/2016
30	09 3000	Tile Samples	Closed	1/4/2017	Responded and Closed - No Exceptions Taken	1/5/2017
25	09 3000	Tile	Closed	#####	Responded and Closed - Make Corrections Noted	12/30/2016
21	09 5100	Acoustical Ceiling Color Samples	Closed	#####	Responded and Closed - No Exceptions Taken	12/22/2016
3	09 5100	Acoustical Ceilings	Closed	#####	Responded and Closed - No Exceptions Taken	12/15/2016
68	09 6500	Resilient Flooring	Closed	3/23/2017	Responded and Closed - No Exceptions Taken	3/27/2017
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017	Responded and Closed - No Exceptions Taken	4/7/2017
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017	Responded and Closed - Make Corrections Noted	3/20/2017
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/6/2017
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	#####	Responded and Closed - No Exceptions Taken	12/22/2016
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	#####	Responded and Closed - No Exceptions Taken	12/15/2016
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	#####	Responded and Closed - No Exceptions Taken	12/22/2016
5	09 7730	Fiberglass Reinforced Paneling	Closed	#####	Responded and Closed - No Exceptions Taken	12/15/2016
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	#####	Responded and Closed - No Exceptions Taken	12/15/2016
63	09 9100	Painting	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/6/2017
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017	Responded and Closed - No Exceptions Taken	3/8/2017
55	10 1400	Signage Samples	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	7/31/2017
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017	Responded and Closed - Make Corrections Noted	8/10/2017
1	10 1400	Signage and Plaque	Closed	#####	Responded and Closed - Make Corrections Noted	7/31/2017
1R2	10 1410	Plaque	Closed	8/22/2017	Responded and Closed - No Exceptions Taken	8/22/2017
22	10 2120	Composite Toilet Compartments	Closed	#####	Responded and Closed - Make Corrections Noted	12/27/2016
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017	Responded and Closed - No Exceptions Taken	1/23/2017
37	10 2240	Folding Panel Partitions	Closed	1/17/2017	Responded and Closed - No Exceptions Taken	1/18/2017
23	10 2810	Toilet Accessories	Closed	#####	Responded and Closed - Make Corrections Noted	12/27/2016
13	10 4400	Fire Protection Specialties	Closed	#####	Responded and Closed - No Exceptions Taken	12/21/2016
27	11 4000	Food Service Equipment	Closed	#####	Responded and Closed - Make Corrections Noted	1/5/2017
16	11 5210	Projection Screens	Closed	#####	Responded and Closed - Make Corrections Noted	12/22/2016
26	11 6140	Stage Curtains	Closed	#####	Responded and Closed - Make Corrections Noted	1/24/2017
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	4/24/2017
57	11 6620	Gymnasium Equipment	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	2/24/2017
52	11 6640	Interior Scoreboards	Closed	2/10/2017	Responded and Closed - Make Corrections Noted	4/24/2017
77	12 5625	Built-In Folding Tables	Closed	3/29/2017	Responded and Closed - No Exceptions Taken	4/17/2017
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017	Responded and Closed - No Exceptions Taken	2/6/2017
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017	Responded and Closed - Revise and Resubmit	7/19/2017
59	21 0000	Fire Sprinkler System	Closed	2/20/2017	Responded and Closed - Rejected	2/21/2017
39.3	22 0000	Plumbing	Closed	1/8/2018	Responded and Closed - No Exceptions Taken	1/11/2018
39.2	22 0000	Plumbing	Closed	6/19/2017	Responded and Closed - Rejected	6/20/2017
39.1	22 0000	Plumbing	Closed	2/17/2017	Responded and Closed - Partial Resubmittal	2/24/2017
39	22 0000	Plumbing	Closed	1/18/2017	Responded and Closed - Revise and Resubmit	1/26/2017
38.3	22 0000	Plumbing - Site	Closed	#####	Responded and Closed - No Exceptions Taken	11/15/2017
38.2	22 0000	Plumbing - Site	Closed	9/19/2017	Responded and Closed - Revise and Resubmit	9/26/2017
38.1	22 0000	Plumbing - Site	Closed	3/2/2017	Responded and Closed - Partial Resubmittal	3/13/2017
38	22 0000	Plumbing - Site	Closed	1/18/2017	Responded and Closed - Partial Resubmittal	1/26/2017
54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017	Responded and Closed - No Exceptions Taken	7/21/2017
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017	Responded and Closed - Revise and Resubmit	7/12/2017

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017	Responded and Closed - Partial Resubmittal	3/27/2017
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017	Responded and Closed - Revise and Resubmit	2/24/2017
67	26 6000	Dimming System Lighting	Closed	4/11/2017	Responded and Closed - No Exceptions Taken	4/13/2017
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017	Responded and Closed - No Exceptions Taken	2/2/2017
6.1	26 6000	Electrical Power	Closed	2/9/2017	Responded and Closed - Make Corrections Noted	2/14/2017
6	26 6000	Electrical Power	Closed	#####	Responded and Closed - Partial Resubmittal	2/6/2017
33	26 7000	General Electrical	Closed	1/6/2017	Responded and Closed - Make Corrections Noted	2/2/2017
24	26 7000	Lighting	Closed	#####	Responded and Closed - No Exceptions Taken	1/3/2017
71.1	27 1000	Structured Cabling	Closed	5/9/2017	Responded and Closed - No Exceptions Taken	5/22/2017
71	27 1000	Structured Cabling	Closed	3/28/2017	Responded and Closed - Revise and Resubmit	4/17/2017
86	27 2000	Uninterruptible Power Supply	Closed	#####	Responded and Closed - No Exceptions Taken	11/1/2017
85R2	27 4000	Audio Visual System Conference Center	Closed	#####	Responded and Closed - Revise and Resubmit	12/28/2017
85.3	27 4000	Audio Visual System Conference Center	Closed	1/4/2018	Responded and Closed - Revise and Resubmit	1/5/2018
85.1	27 4000	Audio Visual System-Conference Center	Closed	#####	Responded and Closed - Revise and Resubmit	12/13/2017
85	27 4000	Audio Visual System-Conference Center	Closed	#####	Responded and Closed - Revise and Resubmit	11/1/2017
72	27 4000	Assisted Listening System	Closed	3/28/2017	Responded and Closed - No Exceptions Taken	4/17/2017
70.1	27 7000	Intercom Paging System	Closed	5/9/2017	Responded and Closed - No Exceptions Taken	5/22/2017
70	27 7000	Intercom Paging System	Closed	3/28/2017	Responded and Closed - Revise and Resubmit	4/17/2017
73	27 9000	Burglar Alarm System	Closed	3/28/2017	Responded and Closed - Rejected	4/17/2017
69	28 3100	Fire Alarm System	Closed	3/28/2017	Responded and Closed - Make Corrections Noted	4/14/2017
56	32 1720	Pavement Marking	Closed	2/17/2017	Responded and Closed - No Exceptions Taken	2/20/2017
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017	Responded and Closed - No Exceptions Taken	7/6/2017
51	32 3110	Gate Operator & Controls	Closed	2/15/2017	Responded and Closed - No Exceptions Taken	2/21/2017
89	32 3115	Chain Link Fence Slat Color Chart	Closed	12/8/2017	Responded and Closed - No Exceptions Taken	12/13/2017
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017	Responded and Closed - No Exceptions Taken	2/14/2017
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017	Responded and Closed - Revise and Resubmit	2/10/2017

Request for Information Report - All

PROJECT: New Multi-Purpose/Gym Building at Tipton Elementary School

MANAGER:

PREPARED BY: Ryan Morrelli

DATE: 1/15/2018



ID	Subject	Status	Received	Last Action	Response Date
112	Kitchen Hood Suppression System & Shunt Trip	Closed	1/8/2018	Responded and Closed - Answered	1/10/2018
111	Freezer Gap	Closed	1/8/2018	Responded and Closed - Answered	1/10/2018
110	Dishwasher Duct	Closed	1/4/2018	Responded and Closed - Answered	1/5/2018
109	Tackboard Clarification	Closed	12/20/2017	Responded and Closed - Answered	12/22/2017
108	Fire Sprinkler Conflict With Soffit	Closed	12/14/2017	Responded and Closed - Answered	12/18/2017
107	Finish at Soffits in Room 809 caulking to CMU	Closed	12/14/2017	Responded and Closed - Answered	12/19/2017
106	Bulletin #61 Dimensions of ODU	Closed	12/12/2017	Responded and Closed - Answered	12/13/2017
105	Bulletin #61 - ODU ground mount location	Closed	12/12/2017	Responded and Closed - Answered	12/13/2017
104	Raise Accent Tile	Closed	12/7/2017	Responded and Closed - Answered	12/8/2017
103	Acoustical Cloud	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
102	Gate Touch Pad Locations	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
101	Wheel Chair Lift Requirements	Closed	12/6/2017	Responded and Closed - Answered	12/7/2017
100	Window frame #10 rabbet for glass	Closed	11/28/2017	Responded and Closed - Answered	11/29/2017
99	Concealed Type Sprinklers	Closed	11/14/2017	Responded and Closed - Answered	11/28/2017
98	Interior CMU Paint Clarification	Closed	11/6/2017	Responded and Closed - Answered	11/6/2017
97	Flooring Pattern	Closed	10/27/2017	Responded and Closed - Answered	10/31/2017
96	Dimensional Lettering Location	Closed	10/26/2017	Responded and Closed - Answered	10/30/2017
95	AV Speakers	Closed	10/18/2017	Responded and Closed - Answered	10/19/2017
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017	Responded and Closed - Answered	10/17/2017
93	Projector Electrical and Conduit	Closed	10/13/2017	Responded and Closed - Answered	11/1/2017
92	Ceiling Diffusers Room 813	Closed	10/13/2017	Responded and Closed - Answered	10/17/2017
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017	Responded and Closed - Answered	10/16/2017
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017	Responded and Closed - Answered	10/13/2017
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017	Responded and Closed - Answered	10/12/2017
88	Projection Screen	Closed	10/5/2017	Responded and Closed - Answered	11/1/2017
87	Stage Track Lighting Conflict	Closed	10/5/2017	Responded and Closed - Answered	10/6/2017
86	Electrical to Trap Primer Room 808	Closed	10/4/2017	Responded and Closed - Answered	10/5/2017
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017	Responded and Closed - Answered	10/5/2017
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017	Responded and Closed - Answered	10/5/2017
83	UPS System	Closed	10/2/2017	Responded and Closed - Answered	10/19/2017
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017	Responded and Closed - Answered	10/2/2017
81	Outside Speaker Box Locations	Closed	9/27/2017	Responded and Closed - Answered	10/12/2017
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017	Responded and Closed - Answered	9/27/2017
79	Pendant Sprinklers	Closed	9/26/2017	Responded and Closed - Answered	9/27/2017
78	Soffit Vent Dimensions	Closed	10/3/2017	Responded and Closed - Answered	10/3/2017

ID	Subject	Status	Received	Last Action	Response Date
77	Finish Plaster Color Notation	Closed	9/22/2017	Responded and Closed - Answered	9/22/2017
76	Soffit Vent Dimension	Closed	9/21/2017	Responded and Closed - Answered	9/21/2017
75	Exterior Lights at Snack Bar	Closed	9/20/2017	Responded and Closed - Answered	9/20/2017
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017	Responded and Closed - Answered	9/20/2017
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017	Responded and Closed - Answered	9/12/2017
72	Branch Line in Main Area	Closed	9/11/2017	Responded and Closed - Answered	9/12/2017
71	Smoke Detectors in Room 809	Closed	9/7/2017	Responded and Closed - Answered	9/18/2017
70	Tectum height in Room 809	Closed	9/6/2017	Responded and Closed - Answered	9/6/2017
69	Wall mounted pipe hanger detail	Closed	9/5/2017	Responded and Closed - Answered	9/12/2017
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017	Responded and Closed - Answered	9/6/2017
67	Existing vault, West side of Building	Closed	9/5/2017	Responded and Closed - Answered	12/11/2017
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017	Responded and Closed - Answered	8/28/2017
65	Control Joints in EIFS & Plaster	Closed	8/28/2017	Responded and Closed - Answered	8/28/2017
64	Acoustic Ceiling Change	Closed	8/23/2017	Responded and Closed - Answered	8/28/2017
63	Full Height Walls at Restroom	Closed	8/23/2017	Responded and Closed - Answered	8/29/2017
62	PT Attachment at CMU	Closed	8/23/2017	Responded and Closed - Answered	8/24/2017
61	Tamper Switch	Closed	8/16/2017	Responded and Closed - Answered	8/21/2017
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017	Responded and Closed - Answered	8/15/2017
59	Embed Bolts at GL B	Closed	7/26/2017	Responded and Closed - Answered	7/27/2017
58	Mechanical Units Change	Closed	7/25/2017	Responded and Closed - Answered	7/25/2017
57	Embed Bolt Fix	Closed	7/21/2017	Responded and Closed - Answered	7/27/2017
56	Missed Embed	Closed	7/12/2017	Responded and Closed - Answered	7/20/2017
55	Roof Decking Hilti Pins	Closed	7/7/2017	Responded and Closed - Answered	7/10/2017
54	Missed Embed	Closed	6/19/2017	Responded and Closed - Answered	6/20/2017
53	CMU Clarification	Closed	6/16/2017	Responded and Closed - Answered	6/16/2017
52	Existing Solar Underground Piping	Closed	6/12/2017	Responded and Closed - Answered	6/13/2017
51	SCE Service Yard Issue	Closed	6/12/2017	Responded and Closed - Answered	6/13/2017
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017	Responded and Closed - Answered	6/6/2017
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017	Responded and Closed - Answered	6/1/2017
48	Walk-In Condenser Location	Closed	5/31/2017	Responded and Closed - Answered	6/6/2017
47	Beam Pocket	Closed	5/30/2017	Responded and Closed - Answered	5/31/2017
46	High Lift Grout	Closed	5/31/2017	Responded and Closed - Answered	6/2/2017
45	Duct in Room 819	Closed	5/25/2017	Responded and Closed - Answered	5/25/2017
44	Lobby J Boxes	Closed	5/24/2017	Responded and Closed - Answered	5/24/2017
43	HVAC Duct Penetration at CMU	Closed	5/23/2017	Responded and Closed - Answered	5/23/2017
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017	Responded and Closed - Answered	5/22/2017
41	Data Outlet in New Freezer Box	Closed	5/17/2017	Responded and Closed - Answered	5/22/2017
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017	Responded and Closed - Answered	5/18/2017
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017	Responded and Closed - Answered	5/15/2017
38	Low Voltage Sleeves	Closed	5/9/2017	Responded and Closed - Answered	5/22/2017
37	Game Lines for Basketball Court	Closed	5/5/2017	Responded and Closed - Answered	5/8/2017
36	Stage Floor Box Mounting	Closed	5/4/2017	Responded and Closed - Answered	5/4/2017
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017	Responded and Closed - Answered	5/22/2017

ID	Subject	Status	Received	Last Action	Response Date
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
33	Electrical Symbol A on T Sheets	Closed	5/2/2017	Responded and Closed - Answered	5/2/2017
32	Columns on Grid 4	Closed	4/26/2017	Responded and Closed - Answered	4/27/2017
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017	Responded and Closed - Answered	4/25/2017
30	Shop Drawing Clarification	Closed	4/20/2017	Responded and Closed - Answered	4/20/2017
29.1	Bent Plate Welds	Closed	4/21/2017	Responded and Closed - Answered	4/24/2017
29	Bent Plate Welds	Closed	4/19/2017	Responded and Closed - Answered	4/20/2017
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017	Responded and Closed - Answered	4/13/2017
27	Folding Panel Steel Dimensions	Closed	4/5/2017	Responded and Closed - Answered	4/7/2017
26	Smoke Vent Location	Closed	4/4/2017	Responded and Closed - Answered	4/4/2017
25	Steel Connection Plate	Closed	4/4/2017	Responded and Closed - Answered	4/6/2017
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017	Responded and Closed - Answered	4/3/2017
23	Data Pull Boxes	Closed	3/30/2017	Responded and Closed - Answered	4/10/2017
22	Steel Clarifications Mill Cert	Closed	3/27/2017	Responded and Closed - Answered	3/27/2017
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017	Responded and Closed - Answered	3/28/2017
20	Sloped Shear Plate	Closed	3/20/2017	Responded and Closed - Answered	3/22/2017
19	Grout Pocket	Closed	3/16/2017	Responded and Closed - Answered	3/20/2017
18	Beam Pocket	Closed	3/16/2017	Responded and Closed - Answered	3/20/2017
17	Abandoned Concrete Tank	Closed	3/15/2017	Responded and Closed - Answered	3/16/2017
16R	Storm Drain Conflict	Closed	3/15/2017	Responded and Closed - Answered	3/20/2017
16	Storm Drain Conflict	Closed	3/14/2017	Responded and Closed - Answered	3/15/2017
15	Abandoned Concrete Vault	Closed	3/13/2017	Responded and Closed - Answered	3/20/2017
14	Treads	Closed	2/17/2017	Responded and Closed - Answered	2/28/2017
13	Garbage Disposal Line	Closed	2/16/2017	Responded and Closed - Answered	2/21/2017
12	NLSL Meaning	Closed	2/1/2017	Responded and Closed - Answered	2/1/2017
11	Fixture F Safety Wire	Closed	1/27/2017	Responded and Closed - Answered	1/31/2017
10	Floor Box Clarification	Closed	1/27/2017	Responded and Closed - Answered	1/30/2017
9	Door Undercut	Closed	1/11/2017	Responded and Closed - Answered	1/11/2017
8	Service Yard Trash Enclosure	Closed	1/11/2017	Responded and Closed - Answered	1/11/2017
7	Construction Joints	Closed	1/4/2017	Responded and Closed - Answered	1/5/2017
6	Edge Shovel Footing Detail Change	Closed	1/4/2017	Responded and Closed - Answered	1/5/2017
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016	Responded and Closed - Answered	12/23/2016
4	Basketball Control Panel	Closed	12/20/2016	Responded and Closed - Answered	12/21/2016
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016	Responded and Closed - Answered	12/21/2016
2	Moisture Barrier Discrepancy	Closed	12/16/2016	Responded and Closed - Answered	12/20/2016
1	CMU Wall Footing Change	Closed	12/16/2016	Responded and Closed - Answered	12/27/2016

BULLETIN LOG

Project: New Multi-Purpose/Gymnasium at Tipton Elementary School
Owner: Tipton Elementary School District
Inspector: Tom Hirst
Contractor: Oral E. Micham, Inc.
Contingencies: Held by Owner.
Allowances: Held by Owner.

MAI Project No: 1473
DSA File No: 54-97
DSA Appl No: 02-114729

Bulletin (B)				Cost Order Request (COR)								Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
1	Y	SI	12.13.16	Value Engineering Items (DSA)	---	---	\$0.00	0	\$0.00	0	DSA approved 12.13.16.	---	---
1A	N	SI	12.12.16	Value Engineering Items (non-DSA)									
2	N	SI	12.16.16	Plumbing revision in Clean-Up Room 822 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 - change the sprinkler heads to pendants Reason: Clarification of Documents	32	10.9.17	\$2,228.91	0	\$2,228.91	0	Owner approved 10.18.17.	5	11.28.17
27	Y	SI	6.1.17	RFI 47: Grout beam pocket revision detail 4/S6.4 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Architect Omission	30	10.3.17	\$1,188.29	0	\$1,188.29	0	DSA approved 6.15.17. Owner approved 10.3.17.	4	10.02.17
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission	---	---	\$0.00	0	\$0.00	0		---	---
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	10.02.17
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission	26	10.17.18	\$2,369.72	0	\$2,369.72	0	Owner approved 10.18.17.	5	11.28.17

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: Unforeseen Condition	24 24R	9.13.17 11.9.17	\$14,288.35 \$14,165.76	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.	---	---
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. No cost per OEM.	---	---
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 Reason: Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 Reason: Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 Reason: Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	11.28.17
46	N	---	---	Reroute the duct work on the stage at the smoke vent Reason: Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) Reason: Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	11.28.17
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) Reason: Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	11.28.17
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) Reason: Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)				Cost Order Request (COR)								Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued	
51	N	PR	10.23.17	Provide the bleachers formerly removed from the project through value engineering Reason: Owner Request	39	11.8.17	\$64,617.18	0	\$64,617.18	0	Owner approved 12.5.17.	5	11.28.17	
52	N	PR	10.30.17	Site revisions based on the future "Phase 2/3" work (Does not include fencing credit) Reason: Owner Request	42	12.4.17	(\$13,624.00)	0	\$0.00	0	Pending revision.			
53	N	---	---	RFI 88 - Provide conduit and wiring to the projection screen at the Stage area Reason: Engineer Omission	35 35.1	10.30.17 11.28.17	\$2,018.85 \$1,380.93	0	\$1,380.93	0	Owner approved 11.28.17.	7		
54	N	---	---	Provide eight 24 gauge saddles at the EIFS transition Reason: Value Engineering Omission	37	11.1.17	\$501.00	0	\$501.00	0	Owner approved 11.9.17.	5	11.28.17	
55 55R1	N	PR	11.2.17 11.7.17	Provide power and revise the fire alarm at the telescoping bleachers (see Bulletin 51) Reason: Engineer Omission	41 41.1	11.16.17 12.4.17	\$3,653.00 \$3,992.07	0	\$3,992.07	0	Owner approved 12.7.17	7		
56 56R1	N	PR	11.8.17 12.4.17	Lighting sway bracing and relocation to avoid seismic interference with beams and ducts Reason: Field Condition	45 45.1	12.13.17 12.21.17	\$3,989.94 \$3,200.23	3	\$3,200.23	0	Owner approved 1.2.18	7		
57	N	---	---	RFI #82 - Delete the Gypsum Board Sheathing at Exterior Soffits Reason: Contractor Request	38	11.6.17	(\$3,300.08)	0	(\$3,300.08)	0	Owner approved 11.9.17.	5	11.28.17	
58	N	---	---	RFI #89 - Paint the interior CMU walls Reason: Architect Error	40	11.10.17	\$5,938.74	0	\$5,938.74	0	Owner approved 11.16.17.	5	11.28.17	
59	N	---	---	RFI 93 - Provide conduit and wiring to the projector on the Stage Reason: Engineer Omission	36.1	11.28.17	\$1,249.31	0	\$1,249.31	0	Owner approved 12.5.17.	7		
60	N	---	---	Revise the Schedule of Sublease Payments Reason: Owner Request	---	---	\$0.00	0	\$0.00	0	Owner approved 12.7.17	6	11.29.17	
61	N	PR	12.8.17	Conditioning of Utility Room 817 Reason: Engineer Omission	46	1.3.18	\$23,906.30 \$19,813.10	7	\$0.00	0	Owner rejected 1.9.18.	---	---	
62	N	---	---	Extended time and overhead related to the bleachers and associated electrical work (Bulletins 51 and 55R1) Reason: Owner Request	43	12.12.17	\$7,557.44	102	\$0.00	0	Owner accepted based on time and material not to exceed \$7,557.44 and no extension of the phase 1 contract time.	7		
63	N	---	---	RFI 103 - Paint all items above the acoustical cloud black Reason: Architect Omission	44	12.13.17	\$2,796.89	0	\$0.00	0	Owner rejected 12.28.17. No resubmission required.	---	---	
64	Y	PR	1.8.18	Delete exit signs in the restrooms Reason: Engineer Error			\$0.00	0	\$0.00	0	DSA approved 1.10.18.			
65	N	PR	1.9.18	Connect the fire alarm system to the ansul controls and hood shunt trip Reason: Engineer Omission			\$0.00	0	\$0.00	0				
Total Accepted Cost Impact →										\$ 127,553.71	46	← Total Accepted Time Impact		

Bulletin (B)					Cost Order Request (COR)						Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued

PROGRESS MEETING NO. 34

Issue Date: January 25, 2018

PROJECT:	New Multi-Purpose/Gym at Tipton Elem.	MEETING DATE:	January 22, 2018
LOCATION:	Project Site	MAI PROJECT NO.:	1473
OWNER:	Tipton Elementary School District	OWNER'S REPRESENTATIVE:	Luke Smith
CONTRACTOR:	Oral E Micham Inc.	PROJECT INSPECTOR:	Tom Hirst

Attendees:

Luke Smith (LS)

Kirk Purcaro (KP)

Fausto Martin (FM), Anthony Hernandez (AH)

Ryan Morrelli (RM)

Jerry Riggins (JR), Steve Tindle (ST)

Tom Hirst (TH)

Weather			Site Conditions		Day	
<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Snow	<input type="checkbox"/> Cool	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Dusty	<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Overcast	<input type="checkbox"/> Foggy	<input type="checkbox"/> Warm	<input type="checkbox"/> Muddy		<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday
<input type="checkbox"/> Rain	<input checked="" type="checkbox"/> Cold	<input type="checkbox"/> Hot			<input type="checkbox"/> Wednesday	

Field Observations:

1. Site concrete is complete.
2. Electricians are working on installing light fixtures, wiring electronics, equipment, etc.
3. Painters are near complete and waiting on the door hardware to finish up.
4. Tack board is complete.
5. T-bar ceiling grids and tiles are complete.
6. Door hardware will be complete today.
7. Some low voltage devices and equipment have been installed but not complete. Near complete within the Data Room.
8. Plumbing rough in is complete less at kitchen equipment.
9. Fire sprinkler concealed heads are complete and working on the heads at the walk-in boxes.
10. Controls contractor is installing thermostats, etc.
11. Coiling counter door installation is beginning today.

Field Instructions:

1. Discussed the finish of the wood trim at the front of the stage and around the storage doors. The wood shall be painted grey to match the HM frame color.

A. Project Status:

1. **Contract Time:**
 - a. Notice to Proceed Date: December 12, 2016
 - b. Initial Contract Duration: Nine months
 - c. Initial Completion Date: September 12, 2017
 - d. Current Projected Completion Date: January 24, 2018
 - e. Approved Time Extended Completion Date: October 28, 2017
 - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
 - a. Original Contract Sum: \$5,878,945.07
 - b. Approved Change Orders: \$117,731.17
 - c. Revised Contract Sum: \$5,996,676.24

B. Progress and Schedule:

1. **Schedule Conformance:** Update provided 11.28.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

C. Materials and Equipment:

1. **Submittals:** Refer to attached log.

D. Requests for Information:

1. **RFI's:** Refer to attached log.

E. Changes:

1. **Bulletins:** Refer to attached log.

F. Testing and Inspections:

1. **Testing in Progress:** Normal inspections on-going. Calcium chloride testing is on hold (pending gas installation and heater running).
2. **Nonconforming Work or Materials:** None.

G. DSA Inspection:

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17, 10.21.17, 11.21.17, 12.15.17, 1.9.18.
2. **Corrections Needed:** None.

H. Progress Payments:

1. **Percentage of Completion:** 95%

I. School District Items:

1. The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review. **10.31.17 - District is reviewing the drafts.**

J. Discussion Items:

Item No.	Action By	Description
30-1	JR	Discussed the fire sprinkler head style (concealed vs semi-exposed). The Owner is not willing to accept simply adding cages as this time. Upon further review of the installation, there are numerous heads in the soffits in room 809 that are shown on the plans that are not installed (roughly 10). KP and TH will research and get back to RM. We likely need to have a site meeting with the subcontractor and the design engineer. 12.18.17 - Discussed the concealed vs semi-exposed heads again. The missing heads have been installed. Refer to RFI 108 regarding missing heads on East wall soffit. 1.4.18 - JR to ask the fire sprinkler contract again if they would be willing to change out all of the soffit heads and stage opening heads to concealed and add cages in the large storage room. 1.15.18 - The fire sprinkler contractor will be replacing the installed heads in the gym soffits with the concealed type heads and adding cages to the heads in the large storage room.
30-2	OEM	Discussed the roof shingle color variation on the West facing sloped roof at the South side. The roofer apparently ran out of materials on this roof and brought additional roofing 2 days later, which was verified to be the correct type and color, but must have been a different dye lot or production run, thus the color variation. OEM has notified the roofer and is awaiting a response. 12.18.17 - The roofing manufacturer sent a letter that stated the discoloration will "weather out" after exposure to the elements for 90 days. LS notified the team on 12.5.17. If the color variation is still there on 3.5.18, the District will contact the manufacturer.
32-1	LS/FM	Discussed the gas installation at length. The District did a contract with the Gas Co. a year ago but apparently it was cancelled by the Gas Co. The District is expecting a new contract from them any time which will likely have fees associated that need to be paid which will then allow the work to be scheduled and performed. The building cannot be acclimated until the gas is on and the heat is running. 1.15.18 - The Gas Co. discovered that the main line to the meter is a high pressure 3/4" line and is not large enough to provide the proper amount of gas. They are working on the paperwork to upgrade the service back to the street. 1.22.18 - Engineering should be completing the plan by the end of this week which will then generate a contract and fee.

- 32-2 KP discussed the need to move the existing kitchen equipment over in the near future (pending occupancy of the building, health department inspections, gas installation, etc.). The District will coordinate a meeting with the kitchen staff next week to discuss a plan since they will likely be without a working oven for several days perhaps a week.
1.22.18 – The district may be ordering some new equipment which would be installed in lieu of the moving the old equipment over. They will decide soon and the equipment will take 7-14 days to procure.
- 32-4 RM Discussed the exhaust for the dishwasher. KP will send an RFI, RM to respond.

This confirms and records our interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within seven days of the issue date of this meeting report, we will assume the interpretation or description is complete and accurate.

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

Project: New Multi-Purpose/Gym Building at Tipton Elementary School

Prepared On: 1/22/2018 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017 8:00:00 AM	Responded and Closed - Reviewed	1/24/2017 8:00:00 AM
44	01 2910	Payment Procedures	Closed	1/30/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/30/2017 8:00:00 AM
88	03 3000	URGENT Air Entrained Freezer Mix Design	Closed	12/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/4/2017 8:00:00 AM
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
46	03 3000	Exterior Rebar	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
43	03 3000	Rebar Slab	Closed	1/26/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/31/2017 8:00:00 AM
42	03 3000	Rebar Foundation	Closed	1/26/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/31/2017 8:00:00 AM
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/9/2017 8:00:00 AM
12	03 3000	Concrete Vapor Barrier	Closed	12/20/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/20/2016 8:00:00 AM
10	03 3000	Concrete Slip Dowel System	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
8	03 3000	Concrete Curing Material	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/31/2017 8:00:00 AM
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/13/2017 8:00:00 AM
31	04 2900	Reinforced Unit Masonry	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/5/2017 8:00:00 AM
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/16/2017 7:00:00 AM
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/25/2017 7:00:00 AM
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/13/2017 7:00:00 AM
53	05 1200	Structural Steel Framing	Closed	2/15/2017 8:00:00 AM	Review Response - Make Corrections Noted	3/8/2017 8:00:00 AM
60.1	05 3000	Metal Decking	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/6/2017 8:00:00 AM
60	05 3000	Metal Decking	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/22/2017 8:00:00 AM
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	7/14/2017 7:00:00 AM
17	06 4000	Architectural Woodwork Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	12/22/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
7	06 4000	Architectural Woodwork	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/16/2016 8:00:00 AM
65	07 2100	Blanket Insulation	Closed	3/10/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/13/2017 7:00:00 AM
90	07 2120	Foam-In-Place Insulation	Closed	12/11/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/11/2017 8:00:00 AM
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
75R	07 3110	Asphalt Shingles	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/15/2017 7:00:00 AM
75	07 3110	Asphalt Shingles	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/28/2017 7:00:00 AM
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/28/2017 7:00:00 AM
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/29/2017 7:00:00 AM
15	07 7200	Roof Accessories	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
87	07 8400	Firestopping at head of wall	Closed	12/2/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/4/2017 8:00:00 AM
11	08 1110	Hollow Metal Doors and Frames	Closed	12/19/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/21/2016 8:00:00 AM
14	08 3100	Access Doors	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/28/2016 8:00:00 AM
18	08 3300	Coiling Doors	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/8/2017 8:00:00 AM
36	08 5620	Pass and Observation Windows	Closed	1/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/18/2017 8:00:00 AM
32	08 7100	Door Hardware	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
35	08 8100	Glass Glazing	Closed	1/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/17/2017 8:00:00 AM
84	09 2400	EIFS - Plaster Finish and Color Sample	Closed	10/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	10/17/2017 7:00:00 AM

79	09 2400	EIFS - Value Engineering	Closed	4/24/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
28	09 2400	Cement Plaster	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
29	09 2900	Gypsum Board	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
30	09 3000	Tile Samples	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
25	09 3000	Tile	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/30/2016 8:00:00 AM
21	09 5100	Acoustical Ceiling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
3	09 5100	Acoustical Ceilings	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
68	09 6500	Resilient Flooring	Closed	3/23/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	3/27/2017 7:00:00 AM
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/7/2017 7:00:00 AM
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Make Corrections Noted	3/20/2017 7:00:00 AM
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
5	09 7730	Fiberglass Reinforced Paneling	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
63	09 9100	Painting	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/8/2017 8:00:00 AM
55	10 1400	Signage Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	7/31/2017 7:00:00 AM
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	8/10/2017 7:00:00 AM
1	10 1400	Signage and Plaque	Closed	12/15/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	7/31/2017 7:00:00 AM
1R2	10 1410	Plaque	Closed	8/22/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	8/22/2017 7:00:00 AM
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/23/2017 8:00:00 AM
37	10 2240	Folding Panel Partitions	Closed	1/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	1/18/2017 4:00:00 PM
23	10 2810	Toilet Accessories	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
13	10 4400	Fire Protection Specialties	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
27	11 4000	Food Service Equipment	Closed	12/29/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	1/5/2017 4:00:00 PM
16	11 5210	Projection Screens	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
26	11 6140	Stage Curtains	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/24/2017 8:00:00 AM
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
57	11 6620	Gymnasium Equipment	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/24/2017 8:00:00 AM
52	11 6640	Interior Scoreboards	Closed	2/10/2017 4:00:00 PM	Responded and Closed - Make Corrections Noted	4/24/2017 7:00:00 AM
77	12 5625	Built-In Folding Tables	Closed	3/29/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/6/2017 8:00:00 AM
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/19/2017 7:00:00 AM
59	21 0000	Fire Sprinkler System	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Rejected	2/21/2017 8:00:00 AM
39.3	22 0000	Plumbing	Closed	1/8/2018 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/11/2018 8:00:00 AM
39.2	22 0000	Plumbing	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Rejected	6/20/2017 7:00:00 AM
39.1	22 0000	Plumbing	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/24/2017 8:00:00 AM
39	22 0000	Plumbing	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/26/2017 8:00:00 AM
38.3	22 0000	Plumbing - Site	Closed	11/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	11/15/2017 8:00:00 AM
38.2	22 0000	Plumbing - Site	Closed	9/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	9/26/2017 7:00:00 AM
38.1	22 0000	Plumbing - Site	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	3/13/2017 7:00:00 AM
38	22 0000	Plumbing - Site	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	1/26/2017 8:00:00 AM
54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/21/2017 7:00:00 AM
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/12/2017 7:00:00 AM
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/27/2017 7:00:00 AM
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/24/2017 8:00:00 AM
67	26 6000	Dimming System Lighting	Closed	4/11/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/13/2017 7:00:00 AM
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/2/2017 8:00:00 AM

6.1	26 6000	Electrical Power	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
6	26 6000	Electrical Power	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/6/2017 8:00:00 AM
33	26 7000	General Electrical	Closed	1/6/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/2/2017 8:00:00 AM
24	26 7000	Lighting	Closed	12/23/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/3/2017 8:00:00 AM
71.1	27 1000	Structured Cabling	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
71	27 1000	Structured Cabling	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
86	27 2000	Uninterruptible Power Supply	Closed	10/27/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	11/1/2017 7:00:00 AM
85R2	27 4000	Audio Visual System Conference Center	Closed	12/14/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	12/28/2017 8:00:00 AM
85.3	27 4000	Audio Visual System Conference Center	Closed	1/4/2018 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/18/2018 8:00:00 AM
85.1	27 4000	Audio Visual System-Conference Center	Closed	11/27/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	12/13/2017 8:00:00 AM
85	27 4000	Audio Visual System-Conference Center	Closed	10/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	11/1/2017 7:00:00 AM
72	27 4000	Assisted Listening System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
70.1	27 7000	Intercom Paging System	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
70	27 7000	Intercom Paging System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
73	27 9000	Burglar Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Rejected	4/17/2017 7:00:00 AM
69	28 3100	Fire Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	4/14/2017 7:00:00 AM
56	32 1720	Pavement Marking	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/20/2017 8:00:00 AM
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/6/2017 7:00:00 AM
51	32 3110	Gate Operator & Controls	Closed	2/15/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	2/21/2017 4:00:00 PM
89	32 3115	Chain Link Fence Slat Color Chart	Closed	12/8/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/13/2017 8:00:00 AM
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/10/2017 8:00:00 AM

Request for Information Report - All

Project: New Multi-Purpose/Gym Building at Tipton Elementary School

Prepared On: 1/22/2018 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
112	Kitchen Hood Suppression System & Shunt Trip	Closed	1/8/2018 8:00:00 AM	Responded and Closed - Answered	1/10/2018 8:00:00 AM
111	Freezer Gap	Closed	1/8/2018 8:00:00 AM	Responded and Closed - Answered	1/10/2018 8:00:00 AM
110	Dishwasher Duct	Closed	1/4/2018 8:00:00 AM	Responded and Closed - Answered	1/5/2018 8:00:00 AM
109	Tackboard Clarification	Closed	12/20/2017 8:00:00 AM	Responded and Closed - Answered	12/22/2017 8:00:00 AM
108	Fire Sprinkler Conflict With Soffit	Closed	12/14/2017 8:00:00 AM	Responded and Closed - Answered	12/18/2017 8:00:00 AM
107	Finish at Soffits in Room 809 caulking to CMU	Closed	12/14/2017 8:00:00 AM	Responded and Closed - Answered	12/19/2017 8:00:00 AM
106	Bulletin #61 Dimensions of ODU	Closed	12/12/2017 8:00:00 AM	Responded and Closed - Answered	12/13/2017 8:00:00 AM
105	Bulletin #61 - ODU ground mount location	Closed	12/12/2017 8:00:00 AM	Responded and Closed - Answered	12/13/2017 8:00:00 AM
104	Raise Accent Tile	Closed	12/7/2017 8:00:00 AM	Responded and Closed - Answered	12/8/2017 8:00:00 AM
103	Acoustical Cloud	Closed	12/6/2017 8:00:00 AM	Responded and Closed - Answered	12/7/2017 8:00:00 AM
102	Gate Touch Pad Locations	Closed	12/6/2017 8:00:00 AM	Responded and Closed - Answered	12/7/2017 8:00:00 AM
101	Wheel Chair Lift Requirements	Closed	12/6/2017 8:00:00 AM	Responded and Closed - Answered	12/7/2017 8:00:00 AM
100	Window frame #10 rabbet for glass	Closed	11/28/2017 8:00:00 AM	Responded and Closed - Answered	11/29/2017 8:00:00 AM
99	Concealed Type Sprinklers	Closed	11/14/2017 8:00:00 AM	Responded and Closed - Answered	11/28/2017 8:00:00 AM
98	Interior CMU Paint Clarification	Closed	11/6/2017 8:00:00 AM	Responded and Closed - Answered	11/6/2017 8:00:00 AM
97	Flooring Pattern	Closed	10/27/2017 7:00:00 AM	Responded and Closed - Answered	10/31/2017 7:00:00 AM
96	Dimensional Lettering Location	Closed	10/26/2017 7:00:00 AM	Responded and Closed - Answered	10/30/2017 7:00:00 AM
95	AV Speakers	Closed	10/18/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
93	Projector Electrical and Conduit	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	11/1/2017 7:00:00 AM
92	Ceiling Diffusers Room 813	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/16/2017 7:00:00 AM
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017 7:00:00 AM	Responded and Closed - Answered	10/13/2017 7:00:00 AM
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
88	Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	11/1/2017 7:00:00 AM
87	Stage Track Lighting Conflict	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/6/2017 7:00:00 AM
86	Electrical to Trap Primer Room 808	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017 7:00:00 AM	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
83	UPS System	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/2/2017 7:00:00 AM
81	Outside Speaker Box Locations	Closed	9/27/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
79	Pendant Sprinklers	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
78	Soffit Vent Dimensions	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/3/2017 7:00:00 AM
77	Finish Plaster Color Notation	Closed	9/22/2017 7:00:00 AM	Responded and Closed - Answered	9/22/2017 7:00:00 AM
76	Soffit Vent Dimension	Closed	9/21/2017 7:00:00 AM	Responded and Closed - Answered	9/21/2017 7:00:00 AM
75	Exterior Lights at Snack Bar	Closed	9/20/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM

74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
72	Branch Line in Main Area	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
71	Smoke Detectors in Room 809	Closed	9/7/2017 7:00:00 AM	Responded and Closed - Answered	9/18/2017 7:00:00 AM
70	Tectum height in Room 809	Closed	9/6/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
69	Wall mounted pipe hanger detail	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
67	Existing vault, West side of Building	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	12/11/2017 8:00:00 AM
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
65	Control Joints in EIFS & Plaster	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
64	Acoustic Ceiling Change	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
63	Full Height Walls at Restroom	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/29/2017 7:00:00 AM
62	PT Attachment at CMU	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/24/2017 7:00:00 AM
61	Tamper Switch	Closed	8/16/2017 7:00:00 AM	Responded and Closed - Answered	8/21/2017 7:00:00 AM
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017 7:00:00 AM	Responded and Closed - Answered	8/15/2017 7:00:00 AM
59	Embed Bolts at GL B	Closed	7/26/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
58	Mechanical Units Change	Closed	7/25/2017 7:00:00 AM	Responded and Closed - Answered	7/25/2017 7:00:00 AM
57	Embed Bolt Fix	Closed	7/21/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
56	Missed Embed	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Answered	7/20/2017 7:00:00 AM
55	Roof Decking Hilti Pins	Closed	7/7/2017 7:00:00 AM	Responded and Closed - Answered	7/10/2017 7:00:00 AM
54	Missed Embed	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Answered	6/20/2017 7:00:00 AM
53	CMU Clarification	Closed	6/16/2017 7:00:00 AM	Responded and Closed - Answered	6/16/2017 7:00:00 AM
52	Existing Solar Underground Piping	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
51	SCE Service Yard Issue	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/1/2017 7:00:00 AM
48	Walk-In Condenser Location	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
47	Beam Pocket	Closed	5/30/2017 7:00:00 AM	Responded and Closed - Answered	5/31/2017 7:00:00 AM
46	High Lift Grout	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/2/2017 7:00:00 AM
45	Duct in Room 819	Closed	5/25/2017 7:00:00 AM	Responded and Closed - Answered	5/25/2017 7:00:00 AM
44	Lobby J Boxes	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Answered	5/24/2017 7:00:00 AM
43	HVAC Duct Penetration at CMU	Closed	5/23/2017 7:00:00 AM	Responded and Closed - Answered	5/23/2017 7:00:00 AM
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
41	Data Outlet in New Freezer Box	Closed	5/17/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017 7:00:00 AM	Responded and Closed - Answered	5/18/2017 7:00:00 AM
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017 7:00:00 AM	Responded and Closed - Answered	5/15/2017 7:00:00 AM
38	Low Voltage Sleeves	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
37	Game Lines for Basketball Court	Closed	5/5/2017 7:00:00 AM	Responded and Closed - Answered	5/8/2017 7:00:00 AM
36	Stage Floor Box Mounting	Closed	5/4/2017 7:00:00 AM	Responded and Closed - Answered	5/4/2017 7:00:00 AM
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
33	Electrical Symbol A on T Sheets	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
32	Columns on Grid 4	Closed	4/26/2017 7:00:00 AM	Responded and Closed - Answered	4/27/2017 7:00:00 AM

31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017 7:00:00 AM	Responded and Closed - Answered	4/25/2017 7:00:00 AM
30	Shop Drawing Clarification	Closed	4/20/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
29.1	Bent Plate Welds	Closed	4/21/2017 7:00:00 AM	Responded and Closed - Answered	4/24/2017 7:00:00 AM
29	Bent Plate Welds	Closed	4/19/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017 7:00:00 AM	Responded and Closed - Answered	4/13/2017 7:00:00 AM
27	Folding Panel Steel Dimensions	Closed	4/5/2017 7:00:00 AM	Responded and Closed - Answered	4/7/2017 7:00:00 AM
26	Smoke Vent Location	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/4/2017 7:00:00 AM
25	Steel Connection Plate	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/6/2017 7:00:00 AM
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017 7:00:00 AM	Responded and Closed - Answered	4/3/2017 7:00:00 AM
23	Data Pull Boxes	Closed	3/30/2017 7:00:00 AM	Responded and Closed - Answered	4/10/2017 7:00:00 AM
22	Steel Clarifications Mill Cert	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/27/2017 7:00:00 AM
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/28/2017 7:00:00 AM
20	Sloped Shear Plate	Closed	3/20/2017 7:00:00 AM	Responded and Closed - Answered	3/22/2017 7:00:00 AM
19	Grout Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
18	Beam Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
17	Abandoned Concrete Tank	Closed	3/15/2017 7:00:00 AM	Responded and Closed - Answered	3/16/2017 7:00:00 AM
16R	Storm Drain Conflict	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
16	Storm Drain Conflict	Closed	3/14/2017 7:00:00 AM	Responded and Closed - Answered	3/15/2017 7:00:00 AM
15	Abandoned Concrete Vault	Closed	3/13/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
14	Treads	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Answered	2/28/2017 8:00:00 AM
13	Garbage Disposal Line	Closed	2/16/2017 8:00:00 AM	Responded and Closed - Answered	2/21/2017 8:00:00 AM
12	NLSL Meaning	Closed	2/1/2017 8:00:00 AM	Responded and Closed - Answered	2/1/2017 8:00:00 AM
11	Fixture F Safety Wire	Closed	1/27/2017 8:00:00 AM	Responded and Closed - Answered	1/31/2017 8:00:00 AM
10	Floor Box Clarification	Closed	1/27/2017 4:00:00 PM	Responded and Closed - Answered	1/30/2017 4:00:00 PM
9	Door Undercut	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
8	Service Yard Trash Enclosure	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
7	Construction Joints	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
6	Edge Shovel Footing Detail Change	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016 8:00:00 AM	Responded and Closed - Answered	12/23/2016 8:00:00 AM
4	Basketball Control Panel	Closed	12/20/2016 8:00:00 AM	Responded and Closed - Answered	12/21/2016 8:00:00 AM
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016 4:00:00 PM	Responded and Closed - Answered	12/21/2016 4:00:00 PM
2	Moisture Barrier Discrepancy	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/20/2016 8:00:00 AM
1	CMU Wall Footing Change	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/27/2016 8:00:00 AM

BULLETIN LOG

Project: New Multi-Purpose/Gymnasium at Tipton Elementary School
Owner: Tipton Elementary School District
Inspector: Tom Hirst
Contractor: Oral E. Micham, Inc.
Contingencies: Held by Owner.
Allowances: Held by Owner.

MAI Project No: 1473
DSA File No: 54-97
DSA Appl No: 02-114729

Bulletin (B)				Cost Order Request (COR)								Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
1	Y	SI	12.13.16	Value Engineering Items (DSA)	---	---	\$0.00	0	\$0.00	0	DSA approved 12.13.16.	---	---
1A	N	SI	12.12.16	Value Engineering Items (non-DSA)									
2	N	SI	12.16.16	Plumbing revision in Clean-Up Room 822 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 - change the sprinkler heads to pendants Reason: Clarification of Documents	32	10.9.17	\$2,228.91	0	\$2,228.91	0	Owner approved 10.18.17.	5	11.28.17
27	Y	SI	6.1.17	RFI 47: Grout beam pocket revision detail 4/S6.4 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Architect Omission	30	10.3.17	\$1,188.29	0	\$1,188.29	0	DSA approved 6.15.17. Owner approved 10.3.17.	4	10.02.17
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission	---	---	\$0.00	0	\$0.00	0		---	---
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	10.02.17
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission	26	10.17.18	\$2,369.72	0	\$2,369.72	0	Owner approved 10.18.17.	5	11.28.17

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: Unforeseen Condition	24 24R	9.13.17 11.9.17	\$14,288.35 \$14,165.76	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.	---	---
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. No cost per OEM.	---	---
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 Reason: Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 Reason: Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 Reason: Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	11.28.17
46	N	---	---	Reroute the duct work on the stage at the smoke vent Reason: Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) Reason: Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	11.28.17
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) Reason: Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	11.28.17
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) Reason: Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
51	N	PR	10.23.17	Provide the bleachers formerly removed from the project through value engineering Reason: Owner Request	39	11.8.17	\$64,617.18	0	\$64,617.18	0	Owner approved 12.5.17.	5	11.28.17
52	N	PR	10.30.17	Site revisions based on the future "Phase 2/3" work (Does not include fencing credit) Reason: Owner Request	42	12.4.17	(\$13,624.00)	0	\$0.00	0	Pending revision.		
53	N	---	---	RFI 88 - Provide conduit and wiring to the projection screen at the Stage area Reason: Engineer Omission	35 35.1	10.30.17 11.28.17	\$2,018.85 \$1,380.93	0	\$1,380.93	0	Owner approved 11.28.17.	7	
54	N	---	---	Provide eight 24 gauge saddles at the EIFS transition Reason: Value Engineering Omission	37	11.1.17	\$501.00	0	\$501.00	0	Owner approved 11.9.17.	5	11.28.17
55 55R1	N	PR	11.2.17 11.7.17	Provide power and revise the fire alarm at the telescoping bleachers (see Bulletin 51) Reason: Engineer Omission	41 41.1	11.16.17 12.4.17	\$3,653.00 \$3,992.07	0	\$3,992.07	0	Owner approved 12.7.17	7	
56 56R1	N	PR	11.8.17 12.4.17	Lighting sway bracing and relocation to avoid seismic interference with beams and ducts Reason: Field Condition	45 45.1	12.13.17 12.21.17	\$3,989.94 \$3,200.23	3	\$3,200.23	0	Owner approved 1.2.18	7	
57	N	---	---	RFI #82 - Delete the Gypsum Board Sheathing at Exterior Soffits Reason: Contractor Request	38	11.6.17	(\$3,300.08)	0	(\$3,300.08)	0	Owner approved 11.9.17.	5	11.28.17
58	N	---	---	RFI #89 - Paint the interior CMU walls Reason: Architect Error	40	11.10.17	\$5,938.74	0	\$5,938.74	0	Owner approved 11.16.17.	5	11.28.17
59	N	---	---	RFI 93 - Provide conduit and wiring to the projector on the Stage Reason: Engineer Omission	36.1	11.28.17	\$1,249.31	0	\$1,249.31	0	Owner approved 12.5.17.	7	
60	N	---	---	Revise the Schedule of Sublease Payments Reason: Owner Request	---	---	\$0.00	0	\$0.00	0	Owner approved 12.7.17	6	11.29.17
61	N	PR	12.8.17	Conditioning of Utility Room 817 Reason: Engineer Omission	46	1.3.18	\$23,906.30 \$19,813.10	7	\$0.00	0	Owner rejected 1.9.18.	---	---
62	N	---	---	Extended time and overhead related to the bleachers and associated electrical work (Bulletins 51 and 55R1) Reason: Owner Request	43	12.12.17	\$7,557.44	102	\$0.00	0	Owner accepted based on time and material not to exceed \$7,557.44 and no extension of the phase 1 contract time.	7	
63	N	---	---	RFI 103 - Paint all items above the acoustical cloud black Reason: Architect Omission	44	12.13.17	\$2,796.89	0	\$0.00	0	Owner rejected 12.28.17. No resubmission required.	---	---
64	Y	PR	1.8.18	Delete exit signs in the restrooms Reason: Engineer Error			\$0.00	0	\$0.00	0	DSA approved 1.10.18.	---	---
65	N	PR	1.9.18	Connect the fire alarm system to the ansul controls and hood shunt trip Reason: Engineer Omission			\$0.00	0	\$0.00	0		---	---
66	N	---	---	RFI 111 - Grout gap around walk-in refrigerator/freezer box at exterior Reason: Field Condition	48	1.17.18	\$2,831.92	0	\$0.00	0	Pending Review.		

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
Total Accepted Cost Impact →									\$ 127,553.71	46	← Total Accepted Time Impact		

PROGRESS MEETING NO. 35

Issue Date: January 29, 2018

PROJECT:	New Multi-Purpose/Gym at Tipton Elem.	MEETING DATE:	January 29, 2018
LOCATION:	Project Site	MAI PROJECT NO.:	1473
OWNER:	Tipton Elementary School District	OWNER'S REPRESENTATIVE:	Luke Smith
CONTRACTOR:	Oral E Micham Inc.	PROJECT INSPECTOR:	Tom Hirst

Attendees:

Luke Smith (LS)

Kirk Purcaro (KP)

Fausto Martin (FM), Anthony Hernandez (AH)

Ryan Morrelli (RM)

Jerry Riggins (JR), Steve Tindle (ST)

Tom Hirst (TH)

Weather			Site Conditions		Day	
<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Snow	<input type="checkbox"/> Cool	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Dusty	<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Overcast	<input type="checkbox"/> Foggy	<input type="checkbox"/> Warm	<input type="checkbox"/> Muddy		<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday
<input type="checkbox"/> Rain	<input checked="" type="checkbox"/> Cold	<input type="checkbox"/> Hot			<input type="checkbox"/> Wednesday	

Field Observations:

- Electricians are working on misc. items and troubleshooting.
- Low voltage work is ongoing. Installing fire alarm devices.
- Controls are near complete.
- Coiling counter door installation is on hold. The large door was ordered too large.
- HVAC is near complete.
- Installing the wood trim at the front of the stage.

Field Instructions:

- None.

A. Project Status:

- Contract Time:**
 - Notice to Proceed Date: December 12, 2016
 - Initial Contract Duration: Nine months
 - Initial Completion Date: September 12, 2017
 - Current Projected Completion Date: January 24, 2018
 - Approved Time Extended Completion Date: October 28, 2017
 - Weather Days: 46 approved delay days to date.
- Contract Sum:**
 - Original Contract Sum: \$5,878,945.07
 - Approved Change Orders: \$117,731.17
 - Revised Contract Sum: \$5,996,676.24

B. Progress and Schedule:

- Schedule Conformance:** Update provided 11.28.17 (current date reflected above).
- Short Interval Schedule:** N/A

C. Materials and Equipment:

- Submittals:** No further submittals are expected.

D. Requests for Information:

- RFI's:** 112 total, 0 open.

E. Changes:

- Bulletins:** Refer to attached log.

F. Testing and Inspections:

- Testing in Progress:** Normal inspections on-going. Calcium chloride testing is on hold (pending gas installation and heater running).
- Nonconforming Work or Materials:** None.

G. DSA Inspection:

- Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17, 10.21.17, 11.21.17, 12.15.17, 1.9.18.
- Corrections Needed:** None.

H. Progress Payments:

- Percentage of Completion:** 95%

I. School District Items:

- The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review. **10.31.17 - District is reviewing the drafts.**

J. Discussion Items:

Item No.	Action By	Description
30-2	OEM	Discussed the roof shingle color variation on the West facing sloped roof at the South side. The roofer apparently ran out of materials on this roof and brought additional roofing 2 days later, which was verified to be the correct type and color, but must have been a different dye lot or production run, thus the color variation. OEM has notified the roofer and is awaiting a response. 12.18.17 – The roofing manufacturer sent a letter that stated the discoloration will “weather out” after exposure to the elements for 90 days. LS notified the team on 12.5.17. If the color variation is still there on 3.5.18, the District will contact the manufacturer.
32-1	LS/FM	Discussed the gas installation at length. The District did a contract with the Gas Co. a year ago but apparently it was cancelled by the Gas Co. The District is expecting a new contract from them any time which will likely have fees associated that need to be paid which will then allow the work to be scheduled and performed. The building cannot be acclimated until the gas is on and the heat is running. 1.15.18 – The Gas Co. discovered that the main line to the meter is a high pressure 3/4" line and is not large enough to provide the proper amount of gas. They are working on the paperwork to upgrade the service back to the street. 1.22.18 – Engineering should be completing the plan by the end of this week which will then generate a contract and fee. 1.29.18 – No update from the Gas Co. The project is ready to stock flooring (and begin installation soon). Discussed getting materials on site now, but that is not an option since the subcontractor will be responsible for insuring the materials for an unknown amount of time.
32-2	FM	KP discussed the need to move the existing kitchen equipment over in the near future (pending occupancy of the building, health department inspections, gas installation, etc.). The District will coordinate a meeting with the kitchen staff next week to discuss a plan since they will likely be without a working oven for several days perhaps a week. 1.22.18 – The district may be ordering some new equipment which would be installed in lieu of the moving the old equipment over. They will decide soon and the equipment will take 7-14 days to procure. 1.29.18 – The District has ordered equipment (the only items that will be reused are the mixer and kettle). Equipment was ordered on 1.23.18 and will arrive within 14 days. The District will send equipment cut-sheets to Micham for coordination and will ensure that their equipment is insured.
32-4	RM	Discussed the exhaust for the dishwasher. KP will send an RFI, RM to respond.

35-1

The Board approved Phase 2/3. The tentative start date is 2.12.18. The work area will need to be free of all mobilized materials, storage, etc.

This confirms and records our interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within seven days of the issue date of this meeting report, we will assume the interpretation or description is complete and accurate.

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Bulletin log

Copies to: Attendees

BULLETIN LOG

Project: New Multi-Purpose/Gymnasium at Tipton Elementary School
Owner: Tipton Elementary School District
Inspector: Tom Hirst
Contractor: Oral E. Micham, Inc.
Contingencies: Held by Owner.
Allowances: Held by Owner.

MAI Project No: 1473
DSA File No: 54-97
DSA Appl No: 02-114729

Bulletin (B)				Cost Order Request (COR)								Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
1	Y	SI	12.13.16	Value Engineering Items (DSA)	---	---	\$0.00	0	\$0.00	0	DSA approved 12.13.16.	---	---
1A	N	SI	12.12.16	Value Engineering Items (non-DSA)									
2	N	SI	12.16.16	Plumbing revision in Clean-Up Room 822 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 - change the sprinkler heads to pendants Reason: Clarification of Documents	32	10.9.17	\$2,228.91	0	\$2,228.91	0	Owner approved 10.18.17.	5	11.28.17
27	Y	SI	6.1.17	RFI 47: Grout beam pocket revision detail 4/S6.4 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Architect Omission	30	10.3.17	\$1,188.29	0	\$1,188.29	0	DSA approved 6.15.17. Owner approved 10.3.17.	4	10.02.17
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission	---	---	\$0.00	0	\$0.00	0		---	---
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	10.02.17
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission	26	10.17.18	\$2,369.72	0	\$2,369.72	0	Owner approved 10.18.17.	5	11.28.17

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: Unforeseen Condition	24 24R	9.13.17 11.9.17	\$14,288.35 \$14,165.76	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.	---	---
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. No cost per OEM.	---	---
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 Reason: Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 Reason: Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 Reason: Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	11.28.17
46	N	---	---	Reroute the duct work on the stage at the smoke vent Reason: Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) Reason: Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	11.28.17
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) Reason: Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	11.28.17
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) Reason: Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
51	N	PR	10.23.17	Provide the bleachers formerly removed from the project through value engineering Reason: Owner Request	39	11.8.17	\$64,617.18	0	\$64,617.18	0	Owner approved 12.5.17.	5	11.28.17
52	N	PR	10.30.17	Site revisions based on the future "Phase 2/3" work (Does not include fencing credit) Reason: Owner Request	42	12.4.17	(\$13,624.00)	0	\$0.00	0	Pending revision.		
53	N	---	---	RFI 88 - Provide conduit and wiring to the projection screen at the Stage area Reason: Engineer Omission	35 35.1	10.30.17 11.28.17	\$2,018.85 \$1,380.93	0	\$1,380.93	0	Owner approved 11.28.17.	7	
54	N	---	---	Provide eight 24 gauge saddles at the EIFS transition Reason: Value Engineering Omission	37	11.1.17	\$501.00	0	\$501.00	0	Owner approved 11.9.17.	5	11.28.17
55 55R1	N	PR	11.2.17 11.7.17	Provide power and revise the fire alarm at the telescoping bleachers (see Bulletin 51) Reason: Engineer Omission	41 41.1	11.16.17 12.4.17	\$3,653.00 \$3,992.07	0	\$3,992.07	0	Owner approved 12.7.17	7	
56 56R1	N	PR	11.8.17 12.4.17	Lighting sway bracing and relocation to avoid seismic interference with beams and ducts Reason: Field Condition	45 45.1	12.13.17 12.21.17	\$3,989.94 \$3,200.23	3	\$3,200.23	0	Owner approved 1.2.18	7	
57	N	---	---	RFI #82 - Delete the Gypsum Board Sheathing at Exterior Soffits Reason: Contractor Request	38	11.6.17	(\$3,300.08)	0	(\$3,300.08)	0	Owner approved 11.9.17.	5	11.28.17
58	N	---	---	RFI #89 - Paint the interior CMU walls Reason: Architect Error	40	11.10.17	\$5,938.74	0	\$5,938.74	0	Owner approved 11.16.17.	5	11.28.17
59	N	---	---	RFI 93 - Provide conduit and wiring to the projector on the Stage Reason: Engineer Omission	36.1	11.28.17	\$1,249.31	0	\$1,249.31	0	Owner approved 12.5.17.	7	
60	N	---	---	Revise the Schedule of Sublease Payments Reason: Owner Request	---	---	\$0.00	0	\$0.00	0	Owner approved 12.7.17	6	11.29.17
61	N	PR	12.8.17	Conditioning of Utility Room 817 Reason: Engineer Omission	46	1.3.18	\$23,906.30 \$19,813.10	7	\$0.00	0	Owner rejected 1.9.18.	---	---
62	N	---	---	Extended time and overhead related to the bleachers and associated electrical work (Bulletins 51 and 55R1) Reason: Owner Request	43	12.12.17	\$7,557.44	102	\$0.00	0	Owner accepted based on time and material not to exceed \$7,557.44 and no extension of the phase 1 contract time.	7	
63	N	---	---	RFI 103 - Paint all items above the acoustical cloud black Reason: Architect Omission	44	12.13.17	\$2,796.89	0	\$0.00	0	Owner rejected 12.28.17. No resubmission required.	---	---
64	Y	PR	1.8.18	Delete exit signs in the restrooms Reason: Engineer Error			\$0.00	0	\$0.00	0	DSA approved 1.10.18.	---	---
65	N	PR	1.9.18	Connect the fire alarm system to the ansul controls and hood shunt trip Reason: Engineer Omission			\$0.00	0	\$0.00	0		---	---
66	N	---	---	RFI 111 - Grout gap around walk-in refrigerator/freezer box at exterior Reason: Field Condition	48	1.17.18	\$2,831.92	0	\$0.00	0	Will be revised.		
67	N	---	---	RFI 110 - Add vent cowlings at the dishwasher Reason: Architect Omission	50	1.23.18	\$4,107.21	0	\$0.00	0	Pending Review.		

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
Total Accepted Cost Impact →									\$ 127,553.71	46	← Total Accepted Time Impact		

7. Any Other Business-

7.1 Quarterly Board Policy Updates

POLICY GUIDE SHEET
December 2017
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Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0420.4 - Charter School Authorization

(BP/AR revised)

Policy updated to delete material regarding the conversion of a low-performing school into a charter school when petitioned by parents/guardians under the Parent Empowerment Act, and to add requirement that accountability measures in an approved charter include student outcomes aligned with state priorities in the local control and accountability plan. Regulation updated to reflect **NEW LAW (AB 1360)** which provides that a charter petition may include admission preferences, including, but not limited to, priority for siblings of admitted or enrolled students and children of the school's staff and founders, provided that the admission preferences are approved by the district board, are nondiscriminatory, and do not require parent/guardian volunteer hours. Regulation also reflects requirement of AB 1360 that suspension/expulsion procedures included in the charter petition specify how the school will comply with due process requirements.

BP 1325 - Advertising and Promotion

(BP revised)

Policy updated to reflect **NEW LAW (AB 841)** which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints.

BP 3100 - Budget

(BP revised)

Policy updated to reflect **NEW LAW (SB 751)** which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

BP/E 3515.7 - Firearms on School Grounds

(BP revised; E(1)/E(2) deleted)

Policy updated to reflect **NEW LAW (AB 424)** which eliminates the authority of the superintendent or designee to permit a person with a concealed weapons permit to possess a firearm on school grounds. Exhibits deleted as they applied to the possession of firearms on school grounds and are now unnecessary.

BP/AR 3517 - Facilities Inspection

(BP deleted; AR added)

Policy deleted and contents moved to AR. Regulation expanded to more directly reflect law regarding the conditions that must be inspected pursuant to the Office of Public School Construction's facilities inspection tool. Regulation reflects **NEW LAW (AB 10)** which requires a school that serves any of grades 6-12 and is a high-poverty school, as defined, to stock 50 percent of its restrooms with feminine hygiene products and to make such products available free of charge to students. Regulation also adds recommendation for lead testing and describes the circumstances under which drinking water is required to

be tested for lead, including a requirement of **NEW LAW (AB 746)** for testing of school buildings constructed before January 1, 2010.

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BP 4119.21/4219.21/4319.21 - Professional Standards

(BP revised)

Policy updated to reflect **NEW LAW (AB 500)** which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.

AR 4144/4244/4344 - Complaints

(AR revised)

Regulation updated to delete outdated reference to the use of Williams uniform complaint procedures for complaints alleging the failure to provide intensive instruction to students who did not pass the high school exit exam by the end of grade 12. Regulation reorganized to clarify circumstances that require the use of an alternate complaint procedure.

BP/AR 4200 - Classified Personnel

(BP/AR revised)

Policy updated to add material formerly in AR regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. Regulation updated to reflect **NEW LAW (AB 670)** which makes playground aide positions part of the classified service in non-merit system districts.

BP 5144 - Discipline

(BP revised)

Policy updated to reflect **NEW LAW (SB 250)** which requires districts to ensure that any discipline imposed on a student does not result in the denial or delay of a nutritionally adequate meal to the student.

BP/AR 5144.1 - Suspension and Expulsion/Due Process

(BP/AR revised)

Policy updated to add homeless students as one of the numerically significant student subgroups for whom the district must monitor suspension/expulsion data, and to add board review of disaggregated suspension/expulsion data for the purpose of identifying any disparities in the imposition of discipline. Updated regulation revises the grounds for suspension and expulsion to more directly reflect law which separates out aiding or abetting a crime of physical violence from causing, attempting to cause, or threatening physical violence. Regulation also adds definition of cyber sexual bullying as a ground for suspension/expulsion and reflects **NEW LAW (AB 667)** which requires a student to be informed, during the informal conference required prior to suspension, of the other means of correction that were attempted before suspension.

AR 5148.2 - Before/After School Programs

(AR revised)

Regulation updated to reflect **NEW LAW (AB 830)** which deletes the requirement that a program operating under the 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) include preparation for the high school exit exam, as that exam has been eliminated.

BP 6146.1 - High School Graduation Requirements

(BP revised)

Policy updated to reflect **NEW LAW (AB 830)** which repeals the requirement to pass the high school exit exam as a condition of graduation and **NEW LAW (AB 365)** which exempts children of military families from locally established graduation requirements under certain conditions.

POLICY GUIDE SHEET

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BP/AR/E 6162.52 - High School Exit Examination

(BP/AR/E(1)/E(2) deleted)

Policy, regulation, and exhibits deleted since **NEW LAW (AB 830)** repeals the requirement to pass the high school exit exam as a condition of graduation.

BB 9150 - Student Board Members

(BB revised)

Bylaw updated to reflect **NEW LAW (AB 261 and SB 468)** which eliminates the requirement that students petition in order to receive preferential voting rights for student board members. Bylaw also reflects requirement of SB 468 that the district provide student board members with materials and briefings, except those related to closed session, at the same time as other board members.

CHARTER SCHOOL AUTHORIZATION

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community. (Education Code 47605, 47606, 53300)

The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board. The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, he/she also may meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide

CHARTER SCHOOL AUTHORIZATION (continued)

comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, including student outcomes aligned with state priorities as described in Education Code 52060, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall deny any petition to authorize the conversion of a private school to a charter school. The Board shall also deny any petition for a charter that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605)

Any other charter petition shall be denied only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

CHARTER SCHOOL AUTHORIZATION (continued)

3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

(cf. 0430 - Comprehensive Local Plan for Special Education)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

Legal Reference: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference:

EDUCATION CODE

200 *Equal rights and opportunities in state educational institutions*
220 *Nondiscrimination*
17078.52-17078.66 *Charter schools facility funding; state bond proceeds*
17280-17317 *Field Act*
17365-17374 *Field Act, fitness for occupancy*
33126 *School Accountability Report Card*
41365 *Charter school revolving loan fund*
42238.51-42238.2 *Funding for charter districts*
44237 *Criminal record summary*
44830.1 *Certificated employees, conviction of a violent or serious felony*
45122.1 *Classified employees, conviction of a violent or serious felony*
46201 *Instructional minutes*
47600-47616.7 *Charter Schools Act of 1992*
47640-47647 *Special education funding for charter schools*
47650-47652 *Funding of charter schools*
49011 *Student fees*
51745-51749.6 *Independent study*
52052 *Numerically significant student subgroup, definition*
52060-52077 *Local control and accountability plan*
56026 *Special education*
56145-56146 *Special education services in charter schools*

CORPORATIONS CODE

5110-6910 *Nonprofit public benefit corporations*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

CODE OF REGULATIONS, TITLE 5

11700.1-11705 *Independent study*

11960-11968.5.5 *Charter schools*

CODE OF REGULATIONS, TITLE 24

Part 2 *California Building Standards Code*

UNITED STATES CODE, TITLE 20

7223-7225 *Charter schools*

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 *Ops. Cal. Atty. Gen.* 166 (2006)

80 *Ops. Cal. Atty. Gen.* 52 (1997)

78 *Ops. Cal. Atty. Gen.* 297 (1995)

Management Resources: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Management Resources:

CSBA PUBLICATIONS

Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017

Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016

Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016

Charter Schools: A Guide for Governance Teams, rev. February 2016

Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

Charter School Authorization: Guidance and Technical Assistance for Prospective Charter School Authorizers, Webinar 2014

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016

Charter Schools Program, January 2014

Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011

Applying Federal Civil Rights Laws to Public Charter Schools: Questions and Answers, May 2000

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

CHARTER SCHOOL AUTHORIZATION

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Probationary/Permanent Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; not charge tuition; and not discriminate against a student on the basis of characteristics listed in Education Code 220. It shall also contain reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals

CHARTER SCHOOL AUTHORIZATION (continued)

identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.
3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.

CHARTER SCHOOL AUTHORIZATION (continued)

5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. The charter school's student admission policy. The petition shall, in accordance with Education Code 47605(d), specify procedures for determining enrollment when the number of applicants exceed the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Board approval.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction.
10. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605(b). Such procedures shall also include processes by which the charter school will notify the superintendent of a district and request to be notified by a district about a student when the circumstances specified in Education Code 47605(d) exist.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

CHARTER SCHOOL AUTHORIZATION (continued)

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
 - a. Designation of a responsible entity to conduct closure-related activities
 - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - (1) The effective date of the closure
 - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
 - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
 - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
 - e. Transfer and maintenance of personnel records in accordance with applicable law
 - f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school

CHARTER SCHOOL AUTHORIZATION (continued)

- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate

(cf. 7160 - Charter School Facilities)

2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

CHARTER SCHOOL AUTHORIZATION (continued)

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

ADVERTISING AND PROMOTION

The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by nonschool groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. Student speech shall be regulated in accordance with BP/AR 5145.2 - Freedom of Speech/Expression.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 1330 - Use of School Facilities)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

OPTION 1: Nonpublic Forum

The Board believes that in order to maintain focus on academic achievement in district schools, students' exposure to the persuasive influence of marketing should be minimized. The Superintendent or designee shall not allow any advertisement from any nonschool group to be included in any district- or school-sponsored publication, web site, or social media, or to be posted on any school property such as school buildings, athletic fields, scoreboards, or billboards. In addition, no nonschool group's announcement, flyer, or other promotional material shall be disseminated by the district or distributed at any school facility or on school grounds.

OPTION 2: Limited Public Forum

The Board desires to promote positive relationships between district schools and the community in order to enhance community partnerships, support, and involvement in the schools. The Superintendent or designee may, consistent with the criteria established in this policy, approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

3. Paid advertisements on school property, including, but not limited to, advertisements on school buildings, athletic fields, scoreboards, and billboards

ADVERTISING AND PROMOTION (continued)

4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media
5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6161.11 - Supplementary Instructional Materials)

Prior to the distribution, posting, or publishing of any nonschool group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any nonschool group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal, or designee shall not accept for distribution, or allow on school property, any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous
2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools
3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

ADVERTISING AND PROMOTION (continued)

4. Contain prayer or proselytizing language
5. Position the district on any side of a controversial issue
(cf. 6144 - Controversial Issues)
6. Discriminate against, attack, or denigrate any group on account of any unlawful consideration
(cf. 0410 - Nondiscrimination in District Programs and Activities)
7. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
8. Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49434, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or beverages that do not meet the nutritional standards. (Education Code 49431.9)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
9. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy
(cf. 1321 - Solicitation of Funds from and by Students)
10. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee may also consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

ADVERTISING AND PROMOTION (continued)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:

EDUCATION CODE

7050-7058 *Political activities of school officers and employees*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

35172 *Promotional activities*

38130-38139 *Civic Center Act*

49430-49434 *The Pupil Nutrition, Health, and Achievement Act of 2001, especially:*

49431.9 *Advertisement of non-nutritious foods*

BUSINESS AND PROFESSIONS CODE

25664 *Advertisements encouraging minors to drink*

CALIFORNIA CONSTITUTION

Article 1, Section 2 Free speech rights

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

UNITED STATES CODE, TITLE 42

1751-1769j *School Lunch Program*

1773 *School Breakfast Program*

COURT CASES

Hills v. Scottsdale Unified School District, (2003) 329 F.3d 1044

DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958

Yeo v. Town of Lexington, (1997) 131 F.3d 241

Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856

Bright v. Los Angeles Unified School District, (1976) 18 Cal. 3d 450

Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:

WEB SITES

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

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

BUDGET (continued)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control

BUDGET (continued)

funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. *Unduplicated students* are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - *Free and Reduced Price Meals*)
 (cf. 6173.1 - *Education for Foster Youth*)
 (cf. 6174 - *Education for English Learners*)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - *Administrative Discretion Regarding Board Policy*)
 (cf. 3110 - *Transfer of Funds*)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

BUDGET (continued)

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to,

BUDGET (continued)

long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget

BUDGET (continued)

are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

*Legal Reference:*EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

41202 Determination of minimum level of education funding

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

15494-15496 Local control funding formula, expenditures

Management Resources: (see next page)

BUDGET (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

FIREARMS ON SCHOOL GROUNDS

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. *School grounds* include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Legal Reference:

EDUCATION CODE

32281 *Comprehensive safety plan*
38001.5 *District security officers; requirements if carry firearm*

PENAL CODE

626.9 *Gun Free School Zone Act*
830.32 *District police department; district decision to authorize carrying of firearm*
16150 *Definition of ammunition*
16520 *Definition of firearm*
26150-26225 *Concealed weapons permit*
30310 *Prohibition against ammunition on school grounds*

UNITED STATES CODE, TITLE 18

921 *Definitions, firearms and ammunition*
922 *Firearms, unlawful acts*
923 *Firearm licensing*

UNITED STATES CODE, TITLE 20

7961 *Gun-Free Schools Act; student expulsions for possession of firearm*

Management Resources: (see next page)

FIREARMS ON SCHOOL GROUNDS (continued)

Management Resources:

WEB SITES

Office of the Attorney General: <https://oag.ca.gov/firearms>

FACILITIES INSPECTION

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, he/she shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. **Gas Leaks:** Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. **Windows and Doors:** Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. **Fences and Gates:** Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. **Interior Surfaces (walls, floors, ceilings):** Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. **Hazardous Materials:** Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.

(cf. 3514 - Environmental Safety)

7. **Structures:** Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. **Fire Safety and Emergency Equipment:** Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

FACILITIES INSPECTION (continued)

9. **Electrical Systems:** Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. **Lighting:** Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. **Pest/Vermin Infestation:** No visible or odorous indicators of pest or vermin infestation are evident.
12. **Drinking Fountains:** Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. **Restrooms:** Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, in a school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged. (Education Code 35292.6; 20 USC 6314)
14. **Sewers:** The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. **Roofs:** Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building.
16. **Drainage:** School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.

FACILITIES INSPECTION (continued)

17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

(cf. 0510 - School Accountability Report Card)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference: (see next page)

FACILITIES INSPECTION (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5-35292.6 School maintenance

HEALTH AND SAFETY CODE

116277 Lead testing in drinking water

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

UNITED STATES CODE, TITLE 42

300f-300j-27 Safe Drinking Water Act

Management Resources:

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

Facility Inspection Tool Guidebook, February 2008

STATE ALLOCATION BOARD, OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Facility Inspection Tool: School Facility Conditions Evaluation

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

All Personnel

BP 4119.21(a)

4219.21

PROFESSIONAL STANDARDS

4319.21

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.7 - Firearms on School Grounds)

(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

PROFESSIONAL STANDARDS (continued)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

PROFESSIONAL STANDARDS (continued)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

PROFESSIONAL STANDARDS (continued)

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
48980 Parental notifications

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources: (see next page)

PROFESSIONAL STANDARDS (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

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

California Teachers Association: <http://www.cta.org>

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

Council of Chief State School Officers: <http://www.ccsso.org>

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

All Personnel

AR 4144(a)

4244

COMPLAINTS

4344

The procedure specified in this administrative regulation shall be used to investigate and resolve any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Any of the time limits specified in the following procedure may be extended by written agreement between the district and complainant.

Step 1: Informal Complaint Process

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered resolved on the basis of the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

COMPLAINTS (continued)

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

Alternate Procedures

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure in BP/AR 4030 - Nondiscrimination in Employment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition shall be resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)

COMPLAINTS (continued)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.

CLASSIFIED PERSONNEL

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.

(cf. 0200 - Goals for the School District)

(cf. 4211 - Recruitment and Selection)

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

(cf. 4211 - Recruitment and Selection)

(cf. 4212 - Appointment and Conditions of Employment)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

(cf. 4215 - Evaluation/Supervision)

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

CLASSIFIED PERSONNEL (continued)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

Legal Reference:

EDUCATION CODE

45100-45139 *Employment of classified staff*

45160-45169 *Salaries and differential compensation*

45190-45210 *Resignation and leaves of absence*

45220-45320 *Merit system*

49406 *Examination for tuberculosis*

51760-51769.5 *Work experience education*

Management Resources:

WEB SITES

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

CLASSIFIED PERSONNEL

Exemption from Classified Service

OPTION 1: Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes are exempt from the classified service:
(Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district, and which is financed by state or federal funds

OPTION 2: Merit System Districts

Individuals hired solely for the following purposes are exempt from the classified service:
(Education Code 45256, 45258)

1. Part-time playground positions (noon duty aides), when the employees are not otherwise employed in classified positions in the district
2. Apprentices
3. Professional experts employed on a temporary basis for a specific project
4. Full-time students employed part time
5. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760 et seq. and which is financed by state or federal funds
6. Positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 work days or 720 hours in a fiscal year, provided the authorized duties are not those normally assigned to a class of positions

CLASSIFIED PERSONNEL (continued)

in the classified service, are approved by the personnel commission in advance of employment, and a regular classified district employee does not receive a concurrent appointment to such a position

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

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

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212 - Appointment and Conditions of Employment)

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

Restricted Positions

Persons employed in restricted positions shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. They shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and only upon the subsequent satisfactory completion of the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)

DISCIPLINE (continued)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

DISCIPLINE (continued)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE

32280-32288 *School safety plans*
35146 *Closed sessions*
35291 *Rules*
35291.5-35291.7 *School-adopted discipline rules*
37223 *Weekend classes*
44807.5 *Restriction from recess*
48900-48926 *Suspension and expulsion*
48980-48985 *Notification of parent/guardian*
49330-49335 *Injurious objects*
49550-49562 *Meals for needy students*
52060-52077 *Local control and accountability plan*

CIVIL CODE

1714.1 *Parental liability for child's misconduct*

CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until departure of bus*
353 *Detention after school*

UNITED STATES CODE, TITLE 42

1751-1769j *School Lunch Program*
1773 *School Breakfast Program*

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

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

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

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

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 1020 - Youth Services)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

OPTION 1: No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

OPTION 2: No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5119 - Students Expelled from Other Districts)

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

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

Legal Reference continued: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

PENAL CODE (continued)

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<https://www2.ed.gov/about/offices/list/oese/oshs>

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

- a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
- b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion:

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
 - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

BEFORE/AFTER SCHOOL PROGRAMS

Grades K-9

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)

(cf. 6171 - Title I Programs)

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6154 - Homework/Makeup Work)

(cf. 6163.4 - Student Use of Technology)

- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6178 - Career Technical Education)

2. Nutrition

- a. If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3; 42 USC 1766-1766a; 7 CFR 226.17)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8)
 - (1) Fewer than 20 students participating in the program component
 - (2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
 - (3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8)

(cf. 3540 - Transportation)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 45330, 45344, 45344.5)

(cf. 4222 - Teacher Aides/Paraprofessionals)

- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)

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

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

- c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)

6. Admissions

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

- (1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. (Education Code 8483, 8483.1)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483)

(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

- (2) Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1)
- (3) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.

(cf. 6179 - Supplemental Instruction)

- (4) Any remaining capacity shall be filled by students selected at random.
- (5) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- a. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)
- c. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)
- d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

(cf. 6177 - Summer Learning Programs)

Grades 9-12

The district's 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program shall serve students in any of grades 9-12 as the district may determine based on local needs. (Education Code 8421)

The program shall be operated in accordance with the following guidelines:

1. Program Elements
 - a. The program shall include an academic assistance element that is coordinated with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- (1) Tutoring
 - (2) Career exploration, including activities that help students develop the knowledge and skills that are relevant to their career interests and reinforce academic content
 - (3) Homework assistance
 - (4) College preparation, including information about the Cal Grant program pursuant to Education Code 69430-69460
- b. The program shall include an enrichment element that may include, but is not limited to: (Education Code 8421)
- (1) Community service
 - (2) Career and technical education
 - (3) Job readiness
 - (4) Opportunities for mentoring and tutoring younger students
 - (5) Service learning
 - (6) Arts
 - (7) Computer and technology training
 - (8) Physical fitness
 - (9) Recreation activities

(cf. 6142.4 - Service Learning/Community Service Classes)

- c. The program shall include a nutritional snack and/or meal and a physical activity element. (Education Code 8423)
- d. The program shall provide for access to, and availability of, computers and technology. (Education Code 8423)
- e. The Superintendent or designee shall assess students' preferences for program activities. (Education Code 8423)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

2. Location of Program
 - a. The district's program may operate on one or multiple school sites or at another location approved by the CDE. (Education Code 8421)
 - b. If applying for a location off school grounds, the Superintendent or designee shall ensure that safe transportation is available for students, if necessary, and the program is at least as available and accessible as similar programs conducted on school sites. (Education Code 8421)
3. Hours of Operation
 - a. The district's program shall operate for a minimum of 15 hours per week. (Education Code 8421)
 - b. The district's program may be operated either after school only or for any combination of after school, before school, weekends, summer, intersession, and vacations. (Education Code 8422)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The Superintendent or designee shall annually submit to the CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis

BEFORE/AFTER SCHOOL PROGRAMS (continued)

2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. 0500 - Accountability)

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.8 - Comprehensive Health Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions and Waivers

A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference: (see next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas; foreign exchange students
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4687 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

STUDENT BOARD MEMBERS

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

Election of Student Board Member

Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)

Role and Responsibilities of Student Board Members

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session Purposes and Agendas)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

STUDENT BOARD MEMBERS (continued)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Student Board Member Development

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

STUDENT BOARD MEMBERS (continued)

Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student member to State Board of Education
35012 Board members; number, election and terms; student members
35160 Authority of governing boards

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Association of Student Councils: <http://www.casc.net>
California Association of Student Leaders: <http://www.caslboard.com>
National School Boards Association: <http://www.nsba.org>

7. Any Other Business-

**7.2 Rural Schools Basketball Tournament Hosted by
Tipton Elementary School**



TULARE RURAL SCHOOLS BASKETBALL TOURNAMENT

Hosted by Tipton Elementary School

TOURNAMENT INFORMATION

- DATE** **March 3, 2018**
- PLACE** Tulare Western High School
- FEE** \$150.00 per school – Make checks payable to Tipton Elementary School
- SEEDING MEETING** **Thursday, February 22nd** at 4:00 pm at Time Out Pizza in Tulare. A representative from each school should attend in order to get an accurate seeding for the tournament.
- AWARDS** Every team will have an all tourney selection.
Every player will receive a certificate.
Team trophies to top 5 teams
Individual medals will be given to 1st place team (Max 15)
- RULES** Games will be as follows:
 Preliminary games
 15 minute running halves
 5 minute half time
 2 time outs per half
 Last minute of the game will be stop time if the game is within 10 points.
 1 two minute overtime
 Championship games
 4 six minute stop time quarters
 5 time outs for championship games
 No pressing when ahead by 20 points
 Girls games – no 10 second rule
 All other CIF rules will apply
- COACHES** Check in when you arrive and pick up team packet.
There will be a concession stand open all day. There will be a short awards ceremony following the boys championship game.

A \$3.00 entry fee for adults, \$1.00 for students (under 18) will be charged

If you have any questions please contact me at (559) 752-4213

Thank you,
Jacob Munoz