

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

Tuesday, April 4, 2017  
7:00 p.m. District Conference Room

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

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

**2. Public Input:**

*In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.*

**2.1** Community Relations/Citizen Comments

**2.2** Reports by Employee Units CTA/CSEA

**2.3** Student Recognition

**2.4** Correspondence

Central Valley Education Coalition

Budget and LCAP Public Hearing

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

**3.1** Minutes of the Regular Board Meeting - March 7, 2017

**3.2** School Breakfast Program Application

**4. ADMINISTRATIVE: Action items:**

**4.1** In the Matter of Intention to Layoff Classified Employee, Board Resolution #2016-2017-08

**4.2** Approval of Multi-Purpose Building Change Orders

**4.3** Approval of Job Descriptions for Elementary School Teacher

**4.4** Approval of Debt Issuance and Management Board Policy 3470

**5. FINANCE: Action items:**

**5.1** Vendor Payments

**5.2** Budget Revisions

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

**6.1** MOT--FOOD SERVICE—PROJECTS

7. **Any Other Business-**
  - 7.1 Multi-Purpose Building
  - 7.2 March 2017 Quarterly Update Board Policy
  
8. **Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.**
  - 8.1 Personnel items: Employment, Resignations, Transfers, Leaves etc. of Certificated and Classified Personnel.
  - 8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.
  - 8.3 Discussion on Certificated/Classified Negotiation
  - 8.4 Management Negotiation and Discussion.
  
9. **Reconvene to open session**
  
10. **Report out from Closed Session**
  
11. **Adjournment**

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

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

**Agenda Posted: Thursday, March 30, 2017**

## **2. Public Input:**

### **2.4 Correspondence**

Budget, LCAP & EPA Public Hearing/Meeting Requirements

# 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

March 2017

To: Superintendents and Business Managers

From: Craig Wheaton, Deputy Superintendent  
Administrative Services

Subject: Upcoming Public Hearing/Meeting Requirements – Budget, LCAP & EPA

LCAP	BUDGET	EPA
2 meetings on separate dates required:	2 meetings on separate dates required:	1 meeting:
1. LCAP Hearing is a <b>public hearing</b> to solicit public recommendations and comments. The LCAP hearing must be held at the same meeting as the Budget Hearing. ☞	1. The Budget Hearing is a <b>public hearing</b> held at least 3 working days following availability of the proposed budget for public inspection. The Budget Hearing is held at the same time as the LCAP ☞Hearing. <b>*Important Note:</b> The budget hearing must include a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties.	
2. LCAP Adoption is done at a <b>public meeting</b> to adopt the LCAP or annual update. The LCAP adoption must be at the same meeting as the Budget Adoption. ☞	2. Budget Adoption is done at a <b>public meeting</b> to adopt the proposed budget. The budget cannot be adopted until the ☞LCAP is adopted.	1. EPA Approval is done at a <b>public meeting</b> to approve the spending plan. The EPA should be approved at the time of ☞the Budget Adoption.

## **2017-2018 LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)**

Pursuant to Education Code Section 52062(b)(1), governing boards must hold at least one public hearing to solicit the recommendations and comments from members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. This public hearing shall be held at the same meeting as the budget hearing required by Education Code Section 42127(a)(1).

**Note:** The governing board shall adopt the LCAP or annual update to the LCAP in a public meeting. The LCAP adoption meeting must be held after, but not on the same day as, the public hearing(s) to solicit recommendations/comments from the public as mentioned below. Also note, the LCAP must be adopted or the annual LCAP updated at the same meeting the governing board adopts the budget.

## **2017-2018 BUDGET HEARING**

**NOTE: YOU MUST HOLD A PUBLIC HEARING ON THE PROPOSED BUDGET. AT A SEPARATE PUBLIC MEETING, ON A DIFFERENT DATE, YOUR DISTRICT MUST ADOPT THE PROPOSED BUDGET.** The district's budget must be adopted **BY JULY 1.** The budget hearing must include a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties pursuant to Education Code Section 42127(a)(2)(B).

Education Code Section 42103 requires the County Superintendent of Schools to publish notification of public inspection and hearing on the proposed budget for each school district. These notices must contain the date, time and place of the inspection and public hearing for the proposed budget. We will publish the notice in a newspaper of your choice within Tulare County, as required by this code section in the period between 45 days and 10 days before the hearing.

Enclosed is a **Budget Hearing Planning Form** for use by your board in scheduling the 2017-18 public hearing on the proposed budget and arranging for the county office to publish the notice of public hearing. The planning form is also posted on our website at <http://business-services.tcoe.org/administrative-services/administrative-documents/administrative-forms> In the past, this office distributed a sample resolution to districts to set the date of the public hearing on the proposed budget. We understand that using a resolution can be cumbersome, so in an effort to streamline the process we are providing the attached planning form instead. We ask that you take the matter to your board, complete the form and return it to this office **BY APRIL 21, 2017.**

In order to accommodate requirements for placing notices in local newspapers, we request that your board set its May or June budget hearing date no later than during its April meeting. This will ensure that we have sufficient time to prepare all the districts' notices and transmit them to the newspaper within the statutory timeline. We appreciate receiving your completed Budget Hearing Planning Form **BY APRIL 21, 2017.**

Please complete the enclosed form after the board sets the budget hearing date, and return it to this office, attn: Shelly DiCenzo. If you have any questions about this schedule, please call Shelly at 559-733-6312. Thank you for your assistance.

**2017-2018 Education Protection Account Fund (EPA)**

The governing board must make the spending determination regarding Education Protection Account (EPA) Funding in open session during a public meeting of the governing board. The EPA spending plan should be approved by the board at the time the budget for each year is adopted. California Constitution, Article XIII, Section 36 (Proposition 30)

CW/sd  
Enclosure

# Budget Hearing Planning Form

Complete this form  
and file with TCOE  
Attn: Shelly DiCenzo  
no later than  
**April 21, 2017**

Name of District: Tipton Elementary School District

Pursuant to Education Code 42103, each school district governing board shall hold a public hearing on the proposed budget during which any member of the public may appear and be heard regarding the proposed budget. The public hearing shall be held **not less than three working days** following the availability of the proposed budget for public inspection. The County Superintendent of Schools shall publish the date and location at which the proposed budget may be inspected by the public as well as the date, time, and location of the public hearing of the proposed budget.


## A. Public Hearing Information

**Date of Public**

**Hearing:** June 6, 2017 **Time:** 7:00  a.m.  p.m.

**Address:** 370 N. Evans Road, Tipton Ca., 93272

**Location:** Board Room  
*(specify room #, board room, library etc.)*

 The date you provide on the line below must be at least 3 **working** days prior to the public hearing date you entered above (**do not** count the date of the public hearing or Saturdays/Sundays when calculating this date.)

**Date budget will be available for inspection:**


May 31, 2017

**Location of**

**Inspection:** District Office  
*(specify district office, business office or other location, room # etc.)*

The governing board shall prepare and adopt a budget for fiscal year 2017/18, in accordance with Education Code 42126 and 42127.

## B. Budget Adoption Information

 The date you provide on the line below must be different than the public hearing date in Section A.

**Date budget will be adopted by the Board:**

The budget must be adopted on a **different date**, at a **separate public meeting**, than the public hearing.

## C. Newspaper Selection\*

- |                                                |                                                             |
|------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Dinuba Sentinel       | <input type="checkbox"/> Porterville Recorder               |
| <input type="checkbox"/> Foothills Sun-Gazette | <input checked="" type="checkbox"/> Tulare Advance-Register |
| <input type="checkbox"/> Kaweah Commonwealth   | <input type="checkbox"/> Visalia Times-Delta                |

\*Please note you must select one of the newspapers above because they are the only newspapers of general circulation in the county that meet the requirements of Education Code 42103. We will be happy to publish in other newspapers in addition to one listed above, but there will be additional costs to the district to do so.

Other – Please specify: \_\_\_\_\_

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

**3.1** Minutes of the Regular Board Meeting - March 7, 2017



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

Tuesday, March 7, 2017  
7:00 p.m. District Conference Room

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

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

**2. Public Input:**

**2.1** Community Relations/Citizen Comments

**2.2** Reports by Employee Units CTA/CSEA

*Mrs. Jenny Calderon, CTA President, presented to the Board the 2017-2018 reopeners.*

*Mrs. Virginia Almeida, CSEA President, expressed concern about action item 4.1.*

**2.3** Student Comments – Character Counts

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

**3.1** Minutes of the Regular Board Meeting - February 7, 2017

**3.2** School Accountability Report Card, 2015-2016

**3.3** School Calendar 2017-2018

**3.4** Field Trip, Facility and Conference Attendance Requests

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

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 2 – Tony Macedo and John Cardoza*

**4. ADMINISTRATIVE: Action items:**

**4.1** In the Matter of Intention to Layoff Classify Employee, Board Resolution #2016–2017-08

*Motion to table Board Resolution #2016-2017-08 was made by Shelley Heeger and second by Iva Sousa*

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 2 – Tony Macedo and John Cardoza*

**4.2** Quarterly Board Policy Update October 2016

*Motion to approve Quarterly Board Policy Update October 2016 was made by Shelley Heeger and second by Iva Sousa*

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*  
*No – 0*  
*Abstain – 0*  
*Absent – 2 – Tony Macedo and John Cardoza*

#### **4.3 Quarterly Board Policy Update December 2016**

*Motion to approve Quarterly Board Policy Update December 2016 was made by Shelley Heeger and second by Iva Sousa*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*  
*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*  
*No – 0*  
*Abstain – 0*  
*Absent – 2 – Tony Macedo and John Cardoza*

#### **4.4 Approval of Corrective Action for Audit Findings 2015-2016**

*Motion to approve Corrective Action for Audit Findings 2015-2016 was made by Iva Sousa and second by Shelley Heeger*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*  
*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*  
*No – 0*  
*Abstain – 0*  
*Absent – 2 – Tony Macedo and John Cardoza*

#### **4.5 Audit Report on Building Fund – Measure C**

*Motion to approve Audit Report on Building Fund – Measure C was made by Shelley Heeger and second by Iva Sousa.*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*  
*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*  
*No – 0*  
*Abstain – 0*  
*Absent – 2 – Tony Macedo and John Cardoza*

#### **4.6 Consolidated Application Winter 2016-2017**

*Motion to approve Consolidated Application, Winter 2016-2017 was made by Shelley Heeger and second by Iva Sousa.*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*  
*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*  
*No – 0*  
*Abstain – 0*  
*Absent – 2 – Tony Macedo and John Cardoza*

## **5. FINANCE: Action items:**

### **5.1 Vendor Payments**

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

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 2 – Tony Macedo and John Cardoza*

## **5.2 Budget Revisions**

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

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 2 – Tony Macedo and John Cardoza*

## **5.3 2<sup>nd</sup> Interim Report 2016 – 2017**

*Motion to approve 2<sup>nd</sup> Interim Report 2016-2017 was made by Iva Sousa and second by Shelley Heeger*

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

*Yea – 3 - Shelley Heeger, Iva Sousa and Greg Rice*

*No – 0*

*Abstain – 0*

*Absent – 2 – Tony Macedo and John Cardoza*

## **6. INFORMATION: (Verbal Reports & presentations)**

### **6.1 MOT--FOOD SERVICE—PROJECTS**

*Mr. Martin Fausto, MOT Director, reported to the Board that the annual CHP inspection on our buses had been conducted and that all buses were cleared. He also reported that we are preparing to spend Prop. 39 funding. Several HVAC will be replaced and thermostats will be updated.*

*Mr. Miguel Guerrero explained to the Board the current status of our cafeteria budget and several options on possible modification to our breakfast program.*

### **7. Any Other Business-**

### **8. Adjourn to Closed Session: 8 : 2 5 p m**

### **9. Reconvene to open session: 9:16 pm**

### **10. Report out from Closed Session**

*No action taken*

### **11. Adjournment 9:17 pm**

**Minutes approved April 4, 2017**

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Tony Macedo, President

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Greg Rice, Clerk

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Miguel A. Guerrero Ed.D., Secretary

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

**3.2 School Breakfast Program Application**

## 2017–18 School Breakfast Program and Summer Food Service Program Start-Up and Expansion Grant Application

<b>Section 2: Site Application</b>				
Complete this form for <b>each</b> applicant site (up to a total of 10 sites). Attach additional pages if necessary.				
<b>Subsection 1: Site Information</b>				
Check below to indicate how your school district, county office of education, or direct-funded charter school (hereinafter referred to as school food authority [SFA]) will use School Breakfast Program (SBP) or Summer Food Service Program (SFSP) funds at this site:				
<input checked="" type="checkbox"/> <b>SBP Start-up</b> <input type="checkbox"/> <b>SBP Expansion</b> <input type="checkbox"/> <b>SFSP Start-up</b> <input type="checkbox"/> <b>SFSP Expansion</b>				
Name of SFA Erika Mendoza		County-District-School (CDS) Code 54		CNIPS ID 03030
Name of Site Tipton Elementary School District			CNIPS Site Number 53	
This school is in Program Improvement status: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Total funds requested for this site: (Cannot exceed \$15,000) \$ 15,000		
Is this site the central kitchen or food processing plant for your SFA?				X Yes <input type="checkbox"/> No
If Yes, is this site also a school where children attend K–12 classes?				X Yes <input type="checkbox"/> No
<b>PERCENTAGE OF STUDENTS APPROVED FOR FREE AND REDUCED-PRICE (F/RP) MEALS</b>				
<b>A. Enter the number of students at this site approved for the following eligibility categories as of the last operating day in October 2016:</b>				
A1. Free 448	A2. Reduced-price 68	A3. Total F/RP (A1+A2) 516	A4. Total Site Enrollment 572	A5. % F/RP (A3 ÷ A4 x 100) 108,800
<b>PERCENTAGE OF F/RP MEALS SERVED</b>				
<b>B. For all applicants - Enter the total number of lunches served at this site during School Year (SY) 2015–16 to children in the following eligibility categories (do not provide percentages). If your school did not participate in a lunch program during SY 2015–16, provide the number of lunches served during the first three claim months of the current school year.</b>				
B1. Free 7,627	B2. Reduced-price 1,183	B3. Paid 968		B4. Total lunches B1 + B2 + B3 9,778
B5. Enter the total of B1 + B2 to equal the number of F/RP lunches. 8,810		B6. Enter the dividend of B5 ÷ B4 multiplied by 100, which represents the percent of F/RP lunches served. 90%		
<b>AVERAGE DAILY PARTICIPATION (ADP) FOR BREAKFAST</b>				
<b>C. For expansion grants, enter the total number of breakfasts served in October 2016 to children in the following eligibility categories (do not provide percentages):</b>				
C1. Free 3,568	C2. Reduced-price 314	C3. Paid 191		C4. Total breakfasts C1 + C2 + C3 4073
C5. Enter number of operating days in October 2016. 18		C6. Divide C4 by C5 and enter the result. Enter as a whole number with no decimal spaces. ADP: 2246111		
C7. Enter the site enrollment from A4 above. Potential ADP 572		C8. Subtract C6 from C7 for potential expansion: 222245539		
Percent of breakfasts served to children eligible for F/RP meals: Add C1 and C2, divide the sum by C4, multiply by 100 and enter result in C9.				C9. 96.01178
What is the sales tax rate at this site?		8.25%		
<b>FOR CDE USE ONLY</b>				
APPROVED BY: Nutrition Services Division		REQUESTED GRANT TOTAL FOR THIS SITE \$	APPROVED SITE TOTAL \$	

## 2017-18 School Breakfast Program and Summer Food Service Program Start-Up and Expansion Grant Application

### Subsection 2: Innovative Strategies

Name of SFA <b>Erika Mendoza</b>	Name of Site <b>TIPTON ELEMENTARY SCHOOL</b>
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1. The following identifies and describes innovative strategies that this site will implement or expand in an effort to start an SBP/SFSP or to expand meal/program participation. Points awarded in these areas are only for newly established strategies.

SCHOOL BREAKFAST PROGRAM	SUMMER FOOD SERVICE PROGRAM
<input checked="" type="checkbox"/> Breakfast After the Bell (select which type): <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast in the Classroom</li> <li><input type="checkbox"/> Universal Breakfast in the Classroom</li> <li><input checked="" type="checkbox"/> Grab-and-Go Breakfast</li> <li><input type="checkbox"/> Second Chance Breakfast</li> <li><input type="checkbox"/> Other (describe):</li> </ul> <input type="checkbox"/> Breakfast on the Bus <input type="checkbox"/> Grab-and-Go Breakfast (before the bell) <input type="checkbox"/> Outreach and promotion (if checked, itemize cost in Subsection 4) <input type="checkbox"/> Other (describe): <input type="checkbox"/> This site will not implement any innovative strategies	<input type="checkbox"/> Coordinating SFSP with the Women, Infants and Children Supplemental Nutrition Program <input type="checkbox"/> Partnering with other organizations to serve meals at community-based locations <input type="checkbox"/> Offering barbecue or picnic events <input type="checkbox"/> Public announcements, such as radio and newspaper <input type="checkbox"/> Other (describe): <input type="checkbox"/> This site will not implement any innovative strategies

2. Describe how your SFA will implement or expand and operate the innovative strategy or strategies checked above. Include specific information such as location of Grab-and-Go Breakfast carts, etc. Also, explain if your agency's administration supports implementation or expansion of your innovative strategy or strategies:

THE IDEA OF BRINGING THE BREAKFAST AFTER THE BELL PROGRAM WITH THE GRAB-AND-GO BREAKFAST CARTS OUTSIDE AT THE STUDENT COURT AREA AT THE FIRST RECESS FROM 9:40 TO 10:20 AM.

WE ARE PLANNING TO PURCHASE A MOBILE BREAKFAST CART AND INSULATED BAG THAT WILL BE ABLE TO HOLD FOOD ITEMS. HOT AND COLD I WILL ALSO PROVIDE EASY ACCESS TO THE REIMBURSABLE BREAKFAST ITEMS FOR FASTER LINE MOVEMENT, I AM ALSO PLANNING TO PURCHASE A PORTABLE POS SYSTEM THAT WILL BE SET UP WITH THE STUDENTS NAMES, GRADES AND TEACHERS, INFORMATION, AND OR A STUDENT # ID CODE FOR FASTER PROCESS DURING THE GRAB AND GO BREAKFAST LINE.

THE FOOD SERVICE STAFF WILL BE TRAINED ON A METHOD OF INSURANCE OF COUNTING ,IN CASE OF THE POS SYSTEM NOT FUNCTIONING PROPERLY. I WILL BE TRAINING THE STAFF ON WHAT TO SERVE THAT WILL MAKE A BREAKFAST REIMBURSABLE MEAL. AT THE POINT OF SERVICE.

I HAD A MEETING WITH THE SUPERINTENDENT AS WELL WITH THE PRINCIPAL AND VICE PRINCIPAL. I HAVE EXPLAINED THE BENEFITS OF BRINGING THE GRAB AND GO BREAKFAST OR BREAKFAST AFTER THE BELL AND THEY APPROVED AND SUPPORT THE IDEA OF THE PROGRAM.

I BELIEVE THAT THIS WILL BE A GREAT PROGRAM FOR THIS SITE DUE TO THE POOR PARTICIPATION DURING THE MORNING BREAKFAST WILL ALSO BE A BIG IMPACT ON THE REVENUE AND STUDENT DAILY NUTRITION BY PROVIDING THEM WITH DELICIOUS HEALTHY NUTRITIONAL BREAKFAST MEALS.

## 2017-18 School Breakfast Program and Summer Food Service Program Start-Up and Expansion Grant Application

### Subsection 3: Site Equipment Budget and Justification

Complete this form for **each** site for which you are requesting grant funds. **Equipment costs are allowed at 100 percent.**

<b>Name of SFA</b> ERIKA MENDOZA	<b>Name of Site</b> TIPTON ELEMENTARY SCHOOL
Enter the total amount that you are requesting for equipment at this site. <b>Please enter amount in whole dollars only and include tax, shipping, installation, removal of old equipment, etc. Do not include outreach, promotion, or training:</b> 15,000	<b>CDE USE ONLY</b> APPROVED EQUIPMENT TOTAL \$

List equipment items below.

<b>(1) Equipment:</b> Lake side-Mobile-Breakfast-Cart	How much are you requesting? (Enter as whole dollars, include tax and shipping)  \$5,000	<b>CDE USE ONLY</b> APPROVED    DENIED <input type="checkbox"/> <input type="checkbox"/>
----------------------------------------------------------	------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

What barriers to student participation will be resolved by using this piece of equipment?  
**This breakfast cart will provide better view and faster access to the hot and cold reimbursable meals serve at the time of serving for the grab and go breakfast program , also provides the enough and proper storage for both hot and cold food**

This equipment will support (check all that apply):

<input type="checkbox"/> Breakfast in the Classroom	<input type="checkbox"/> Universal Classroom Breakfast	<input type="checkbox"/> Second Chance Breakfast
<input type="checkbox"/> Breakfast on the Bus	<input checked="" type="checkbox"/> Grab-and-Go Breakfast	<input type="checkbox"/> None of the above
<input type="checkbox"/> Other:		

<b>(2) Equipment:</b> Rubbermaid PROSERVE -Delivery -Bag- Large	How much are you requesting? (Enter as whole dollars, include tax and shipping)  \$ 130.00	<b>CDE USE ONLY</b> APPROVED    DENIED <input type="checkbox"/> <input type="checkbox"/>
--------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

What barriers to student participation will be resolved by using this piece of equipment?  
**With this heating bag will be able to keep our hot breakfast at a control temperature so that we could provide the student's great quality reimbursable meals**

This equipment will support (check all that apply):

<input type="checkbox"/> Breakfast in the Classroom	<input type="checkbox"/> Universal Classroom Breakfast	<input type="checkbox"/> Second Chance Breakfast
<input type="checkbox"/> Breakfast on the Bus	<input checked="" type="checkbox"/> Grab-and-Go Breakfast	<input type="checkbox"/> None of the above
<input type="checkbox"/> Other:		

<b>(3) Equipment:</b> MOSAIC CLOUD POS / DELL LATITUDE 11 TABLET	How much are you requesting? (Enter as whole dollars, include tax and shipping)  \$ 6,472.49	<b>CDE USE ONLY</b> APPROVED    DENIED <input type="checkbox"/> <input type="checkbox"/>
---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

What barriers to student participation will be resolved by using this piece of equipment?  
**WITH THIS PORTABLE TABLET WILL QUICKLY IDENTIFIED THE STUDENTS AND CONTINUE TO KEEP THE LINES MOVING NO LONG SERVICES LINES**

This equipment will support (check all that apply):

<input type="checkbox"/> Breakfast in the Classroom	<input type="checkbox"/> Universal Classroom Breakfast	<input type="checkbox"/> Second Chance Breakfast
<input type="checkbox"/> Breakfast on the Bus	<input checked="" type="checkbox"/> Grab-and-Go Breakfast	<input type="checkbox"/> None of the above
<input type="checkbox"/> Other:		

**CDE COMMENTS:**



## 2017–18 School Breakfast Program and Summer Food Service Program Start-Up and Expansion Grant Application

### Subsection 4: Site Outreach and Promotion Justification and Budget

Complete this form for **each** site for which you are requesting outreach and promotion funds.

Name of SFA <b>Erika Mendoza</b>	Name of Site <b>Tipton Elementary School</b>
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List any planned outreach and promotion efforts and costs to establish a new SBP/SFSP or to increase participation in an existing SBP/SFSP. Briefly describe how each outreach or promotional effort will support implementation or expansion activities (be specific, e.g., paper for flyers, stamps for mailing, etc.). Describe your outreach/promotion activities and expenses in fields 1–4. Use additional paper, if necessary.

Giveaways such as pencils, stickers, and rewards are not allowable. Promotional items such as aprons, T-shirts, costumes, etc., are not allowable. Uniforms including T-shirts or aprons for cafeteria staff are not allowable. Recurring costs such as monthly menus and flyers are not allowable, but the purchase of bulk paper is allowable.

#### DESCRIPTION OF OUTREACH/PROMOTION

<b>1.</b>	Planning to create a better nutritional web site so the student, parents, teachers have faster access and information about the program with nutritional information will send paper materials with promotional announcements, posters around in and outside school campus also announcing the program				
Enter the amount you are requesting as whole dollars. <b>\$ 3,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">CDE USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">APPROVED <input type="checkbox"/></td> <td style="width: 50%; padding: 2px;">DENIED <input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
CDE USE ONLY					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>				

<b>2.</b>					
Enter the amount you are requesting as whole dollars. <b>\$</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">CDE USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">APPROVED <input type="checkbox"/></td> <td style="width: 50%; padding: 2px;">DENIED <input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
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<b>3.</b>					
Enter the amount you are requesting as whole dollars. <b>\$</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">CDE USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">APPROVED <input type="checkbox"/></td> <td style="width: 50%; padding: 2px;">DENIED <input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
CDE USE ONLY					
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<b>4.</b>					
Enter the amount you are requesting as whole dollars. <b>\$</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">CDE USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">APPROVED <input type="checkbox"/></td> <td style="width: 50%; padding: 2px;">DENIED <input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
CDE USE ONLY					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>				

Enter the total amount requested for outreach and promotion at this site (enter in whole dollars only):	\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">CDE APPROVED AMOUNT:</th> </tr> <tr> <td style="width: 50%; padding: 2px;">\$</td> <td style="width: 50%; padding: 2px;"></td> </tr> </table>	CDE APPROVED AMOUNT:		\$	
CDE APPROVED AMOUNT:						
\$						

**4. ADMINISTRATIVE: Action items:**

**4.1** In the Matter of Intention to Layoff Classified Employee,  
Board Resolution #2016-2017-08

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

In the Matter of the Reduction ) RESOLUTION #2016-2017-08  
of Certain Classified Services )  
effective on or after April 4, 2017 )  
\_\_\_\_\_ )

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

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

NOW, THEREFORE, BE IT RESOLVED that as of June 30, 2017, the following position will be eliminated:

<u>CLASSIFICATION</u>	<u>HOURS/DAY</u>	<u>No.</u>
Health Aide	5.0 hours/day	One (1) position

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

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

The foregoing Resolution was adopted at a regularly called meeting of the Board of Trustees on the 4th day of April, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
President  
Board of Trustees

## **4. ADMINISTRATIVE: Action items:**

### **4.2 Approval of Multi-Purpose Building Change Orders**

# CHANGE ORDER

# NO. 01

**TO:** Oral E. Micham Inc.  
P. O. Box 745  
Woodlake, CA 93286

**DATE:** March 30, 2017  
**CO NO.:** One  
**PROJECT NO.:** 1473

**PROJECT:** New Multi-Purpose Building at Tipton Elementary School  
Tipton Elementary School District

**THE CONTRACT IS CHANGED AS FOLLOWS:**

See attached Exhibit "A" for Description of Work

**TOTAL THIS CHANGE ORDER:** ADD \$5,144.00

**Attachments** None

The Contractor agrees that this resolution constitutes a final accord and satisfaction of the Contractor's rights with respect to this change order.

The original Contract Sum was .....	\$	5,878,945.07
Net change by previous Change Orders .....	\$	-
The Contract Sum prior to this Change Order was .....	\$	5,878,945.07
The Contract Sum will be changed by this Change Order .....	\$	5,144.00
The new Contract Sum including this Change Order will be .....	\$	5,884,089.07

The Contract Time will be **changed** **TWENTY-TWO** ( 22 ) days.  
The Date of Completion as of the date of this Change Order therefore is **October 4, 2017**

Contractor: \_\_\_\_\_  
Steve Tindle, Vice President  
Oral E. Micham Inc.

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

Architect: \_\_\_\_\_  
Chris McLain, President  
Mangini Associates Inc.

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

Owner: \_\_\_\_\_  
Miguel Guerrero, Superintendent  
Tipton Elementary School District

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

**CHANGE ORDER NO. 1  
NEW MULTI-PURPOSE AT TIPTON ELEMENTARY SCHOOL****EXHIBIT "A"****Description of Work**

<b><u>Item No. 1:</u></b>	<b>BL #4:</b> Provide pipe wrap per Specifications (previously deleted by VE) <b>Reason:</b> Value Engineering	ADD	\$2,123.00
<b><u>Item No. 2:</u></b>	<b>BL #6:</b> Delete the stage curtain motor from the project. <b>Reason:</b> Clarification of Documents.	DEDUCT	(\$3,072.00)
<b><u>Item No. 3:</u></b>	<b>BL #8:</b> Miscellaneous electrical clarifications. <b>Reason:</b> Engineer Omission.	ADD	\$2,082.00
<b><u>Item No. 4:</u></b>	<b>BL #9:</b> Time extension for rain delay (22 days) <b>Reason:</b> Contractor request.		NO COST
<b><u>Item No. 5:</u></b>	<b>BL #11:</b> Provide power and controls conduit to scoreboard and shot clocks. <b>Reason:</b> Engineer Omission.	ADD	\$4,011.00
<b>TOTAL THIS CHANGE ORDER</b>			<b>\$5,144.00</b>

**4. ADMINISTRATIVE: Action items:**

**4.3 Approval of Job Descriptions for Elementary School Teacher**

# TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Elementary Teacher

CLASSIFICATION: Certificated                      REPORTS TO: Principal

WORK YEAR: 185 Days                      SALARY: Certificated Salary Schedule

BOARD APPROVAL:

## **BASIC FUNCTIONS:**

Provides an educational program to develop the potential of each pupil in grades K-8, or a combination thereof.

## **REPRESENTATIVE DUTIES:**

1. Teaches reading, language arts, social studies, mathematics, science, art, health, and physical education to pupils in a classroom utilizing a course of study adopted by the Board of Education, and uses appropriate learning activities.
2. Designs activities to engage students in cognitively challenging work aligned to standards.
3. Uses assessment data about individual students' academic strengths, needs, and progress in planning.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
6. Establishes and maintains standards of pupil behavior needed to achieve an optimal learning atmosphere in the classroom.
7. Closely monitors student learning in order to understand how students are progressing toward the learning objectives and provides students with instructive and timely feedback that will move their learning forward.
8. Communicates with parents through parent meetings and individual conferences.
9. Initiates or participates in Individual Education Plan (IEP) meetings with administrators, faculty, parents and other parties involved to develop an IEP for eligible students.
10. Utilizes approved techniques to implement the IEP goals and continually monitors student progress toward IEP goals achievement.
11. Creates an effective environment for learning.
12. Maintains professional competence through participation in in-service education activities provided by the district and/or self-directed professional growth activities.
13. Supports and cooperates with colleagues in order to promote a professional school culture.
14. Performs basic attendance accounting service as required.
15. Participate in meetings as directed by the site administration.



**KNOWLEDGE OF:**

Knowledge of content and pedagogy necessary for effective instruction.

Knowledge of physical, intellectual, social and emotional development patterns of students.

**ABILITIES TO:**

Ability to differentiate instruction to meet diverse student learning needs.

Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.

Ability to work effectively with students, parents, and staff members in providing a suitable educational program.

Ability to communicate effectively including giving clear concise instructions, and providing appropriate feedback/reinforcement.

Ability to use academic language and appropriate level of instruction.

Ability to properly use and to care for the materials, supplies and equipment employed in teaching.

**EDUCATION AND EXPERIENCE:**

Teaching credential authorizing elementary instruction

English Learner Authorization

**LICENSES AND OTHER REQUIREMENTS:**

Fingerprints and tuberculosis clearance

**WORKING ENVIRONMENT:**

Classroom Setting

**4. ADMINISTRATIVE: Action items:**

**4.4** Approval of Debt Issuance and Management Board Policy 3470

# Tipton Elementary School District

## Board Policy

**Business and Noninstructional Operations**

BP 3470(a)

### **DEBT ISSUANCE AND MANAGEMENT**

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

*(cf. 3000 - Concepts and Roles)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7210 - Facilities Financing)*

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

*(cf. 9270 - Conflict of Interest)*

**DEBT ISSUANCE AND MANAGEMENT** (continued)**Goals**

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

*(cf. 0000 - Vision)*

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

*(cf. 7000 - Concepts and Roles)*

## **DEBT ISSUANCE AND MANAGEMENT (continued)**

### **Authorized Purposes for the Issuance of Debt**

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds)*

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

### **Authorized Types of Debt**

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
  - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
  - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)

**DEBT ISSUANCE AND MANAGEMENT** (continued)

- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
2. Long-Term Debt
  - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)  
  
*(cf. 7214 - General Obligation Bonds)*
  - b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)  
  
*(cf. 7212 - Mello Roos Districts)*
3. Lease financing, including certificates of participation (COPs)
  - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
  - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

## **DEBT ISSUANCE AND MANAGEMENT (continued)**

### **Relationship of Debt to District Facilities Program and Budget**

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

### **Structure of Debt Issues**

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be

**DEBT ISSUANCE AND MANAGEMENT** (continued)

determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

**Method of Sale**

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

**Investment of Proceeds**

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

*(cf. 3430 - Investing)*

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)



## **DEBT ISSUANCE AND MANAGEMENT (continued)**

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

### **Refunding/Restructuring**

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

### **Internal Controls**

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

*(cf. 3314 - Payments for Goods and Services)*

*(cf. 3400 - Management of District Assets/Accounts)*

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

### **Records/Reports**

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory

**DEBT ISSUANCE AND MANAGEMENT** (continued)

Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

*Legal Reference: (see next page)*

**DEBT ISSUANCE AND MANAGEMENT (continued)**

*Legal Reference:*

EDUCATION CODE

5300-5441 *Conduct of elections*  
15100-15262 *Bonds for school districts and community college districts*  
15264-15276 *Strict accountability in local school construction bonds*  
15278-15288 *Citizen's oversight committees*  
15300-15425 *School Facilities Improvement Districts*  
17150 *Public disclosure of non-voter-approved debt*  
17400-17429 *Leasing of district property*  
17450-17453.1 *Leasing of equipment*  
17456 *Sale or lease of district property*  
17596 *Duration of contracts*  
42130-42134 *Financial reports and certifications*

ELECTIONS CODE

1000 *Established election dates*

GOVERNMENT CODE

8855 *California Debt and Investment Advisory Commission*  
53311-53368.3 *Mello-Roos Community Facilities Act*  
53410-53411 *Bond reporting*  
53506-53509.5 *General obligation bonds*  
53550-53569 *Refunding bonds of local agencies*  
53580-53595.55 *Bonds*  
53850-53858 *Tax and revenue anticipation notes*  
53859-53859.08 *Grant anticipation notes*

CALIFORNIA CONSTITUTION

Article 13A, Section 1 *Tax limitation*

Article 16, Section 18 *Debt limit*

UNITED STATES CODE, TITLE 15

78o-4 *Registration of municipal securities dealers*

UNITED STATES CODE, TITLE 26

54E *Qualified Zone Academy Bonds*

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 *Prohibition against fraud or deceit*

240.15c2-12 *Municipal securities disclosure*

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 *Interest on state and local bonds*

1.141 *Private activity bonds*

1.148 *Arbitrage and rebate*

1.149 *Hedge bonds*

1.6001-1 *Records*

*Management Resources: (see next page)*

## DEBT ISSUANCE AND MANAGEMENT (continued)

### *Management Resources:*

#### CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

#### GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

#### INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

#### U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

#### WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

Internal Revenue Service: <https://www.irs.gov>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

<http://www.emma.msrb.org>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <https://www.sec.gov>

## **5. FINANCE: Action items:**

### **5.1 Vendor Payments**

# APY Input List

Tipton Elementary School District

## 3/31/2017

BOARD MEETING APRIL 4, 2017

DISTRICT:

<u>Vendor</u>	<u>RefType</u>	<u>RefNo</u>	<u>InvoiceDate</u>	<u>InvoiceNo</u>	<u>AccountCode</u>	<u>Amount</u>
13971 ALMEIDA, VIRGINIA	PV	171015	3/8/2017 12:00:00 AM	STC SUPPLY REIMB.	010-903336-0-11100-10000-43000-0	\$14.60
13971 ALMEIDA, VIRGINIA	PV	171014	3/8/2017 12:00:00 AM	STC MILEAGE REIMB.	010-903336-0-11100-10000-52000-0	\$27.29
13036 AMERICAN FIDELITY	PV	171085	3/28/2017 12:00:00 AM	MAR 2017 LTD	010-00000-0-00000-00000-95024-0	\$353.56
014188 Anthony Hernandez	PV-171051	3/16/2017	12:00:00 AM	Milage Reimb.	010-00000-0-00000-72000-52000-0	\$107.30
12788 ARAMARK UNIFORM SERVICES INC	PV	171013	3/2/2017 12:00:00 AM	601295538	010-00000-0-00000-81000-55000-0	\$214.25
12788 ARAMARK UNIFORM SERVICES INC	PV	171119	3/23/2017 12:00:00 AM	601317246	010-00000-0-00000-81000-55000-0	\$157.83
012788 ARAMARK UNIFORM SERVICES INC	PV-171054	3/9/2017	12:00:00 AM	601302751	010-00000-0-00000-81000-55000-0	\$215.97
012788 ARAMARK UNIFORM SERVICES INC	PV-171081	3/16/2017	12:00:00 AM	601310003	010-00000-0-00000-81000-55000-0	\$174.02
013905 AT&T	PV-171055	3/4/2017	12:00:00 AM	559-687-2221-064-0	010-00000-0-00000-82000-59000-0	\$154.45
14101 B&B PEST CONTROL SERVICE	PV	171089	2/28/2017 12:00:00 AM	FEB - CLASSES TIPTON	010-00000-0-00000-81000-55000-0	\$170.00
013619 CDW GOVERNMENT, INC.	PV-171070	3/9/2017	12:00:00 AM	HDF1533	010-30100-0-11100-10000-43000-0	\$134.12
013619 CDW GOVERNMENT, INC.	PV-171071	3/8/2017	12:00:00 AM	HGX4521	010-30100-0-11100-10000-43000-0	\$149.77
13389 CLASSIC CHARTER	PV	171090	3/15/2017 12:00:00 AM	125723	010-07200-0-11100-10000-58000-0	\$1,453.50
12602 COLSON AUTO PARTS	PV	171016	2/10/2017 12:00:00 AM	850278	010-07230-0-00000-36000-43000-0	\$7.49
12602 COLSON AUTO PARTS	PV	171017	3/2/2017 12:00:00 AM	852622	010-07230-0-00000-36000-43000-0	\$83.95
012602 COLSON AUTO PARTS	PV-171056	3/13/2017	12:00:00 AM	854091	010-07230-0-00000-36000-43000-0	\$99.91
012602 COLSON AUTO PARTS	PV-171057	3/13/2017	12:00:00 AM	854162	010-07230-0-00000-36000-43000-0	\$11.95
012602 COLSON AUTO PARTS	PV-171058	3/8/2017	12:00:00 AM	853552	010-07230-0-00000-36000-43000-0	\$29.07
013459 DELL MARKETING L.P.	PV-171059	3/10/2017	12:00:00 AM	10153198054	010-30100-0-11100-10000-43000-0	\$296.62
14153 Diamond Technologies Inc	PV	171091	2/28/2017 12:00:00 AM	18904	010-07200-0-11100-10000-58000-0	\$405.00
13831 F & M BANK VISA-Calsa Conf. Deposit	PV	171093	3/28/2017 12:00:00 AM	SEMINAR	010-00000-0-00000-71000-52000-0	\$269.84
013831 F & M BANK VISA-STRS/PERS WORKSHOP	PV-171082	3/16/2017	12:00:00 AM	4330811040007869	010-00000-0-00000-71000-52000-0	\$180.25
013831 F & M BANK VISA-FINANCE CHARGE		3/16/2017	12:00:00 AM	4330811040007877	010-00000-0-00000-72000-58000-0	\$4.17
013831 F & M BANK VISA-FINANCE CHARGE		3/16/2017	12:00:00 AM	4330811040007869	010-00000-0-00000-72000-58000-0	\$14.98
013831 F & M BANK VISA-SPPELLING BEE LUNCHEON		3/16/2017	12:00:00 AM	4330811040007869	010-07200-0-11100-10000-52000-0	\$73.59
013831 F & M BANK VISA-MOT PARTS AND FINANCE CHARGE		3/16/2017	12:00:00 AM	4330811040007893	010-07230-0-00000-36000-43000-0	\$45.01
013831 F & M BANK VISA-DISTRICT SUPPLIES		3/16/2017	12:00:00 AM	4330811040007869	010-11000-0-11100-10000-43000-0	\$424.24
013831 F & M BANK VISA-STEM SUPPLIES		3/16/2017	12:00:00 AM	4330811040007869	010-30100-0-11100-10000-43000-0	\$39.36
013831 F & M BANK VISA-READING STRATEGIES BOOK		3/16/2017	12:00:00 AM	4330811040007869	010-30100-0-11100-10000-43000-0	\$86.75
013831 F & M BANK VISA-ASES SPORTS EQUIP.		3/16/2017	12:00:00 AM	4330811040007869	010-60100-0-11100-10000-43000-0	\$118.20
13943 GUERRERO, MIGUEL	PV	171020	3/8/2017 12:00:00 AM	MILEAGE REIMB.	010-00000-0-00000-71000-52000-0	\$53.50
013943 GUERRERO, MIGUEL	PV-171083	3/16/2017	12:00:00 AM	MILEAGE REIMB.	010-00000-0-00000-71000-52000-0	\$53.15
013943 GUERRERO, MIGUEL	PV-171084	3/16/2017	12:00:00 AM	MILEAGE REIMB.	010-00000-0-00000-71000-52000-0	\$53.15
014164 IEC POWER LLC	PV-171066	3/6/2017	12:00:00 AM	TESD-OM-INV16	010-99900-0-00000-81000-58000-0	\$2,387.03
13471 INDEPENDENT SALES	PV	171097	3/13/2017 12:00:00 AM	12546	010-81500-0-00000-81000-43000-0	\$460.94
013231 JESSICA HURTADO	PV-171061	3/16/2017	12:00:00 AM	CONFERENCE TRAVEL AD	010-07200-0-11100-10000-52000-0	\$176.55
003013 JORGENSEN & COMPANY	PV-171067	2/27/2017	12:00:00 AM	5647169	010-81500-0-00000-81000-58000-0	\$408.84

13921	KINGS CO. OFFICE OF EDUCATION	PV	171022	3/1/2017	12:00:00	AM	170780	010-62640-0-11100-21300-52000-0	\$225.00
11950	LAWRENCE TRACTOR CO, INC	PV	171023	3/1/2017	12:00:00	AM	211133	010-07230-0-00000-36000-43000-0	\$236.18
13961	LOWE'S	PV	171024	3/1/2017	12:00:00	AM	2304	010-81500-0-00000-81000-43000-0	\$246.27
13961	LOWE'S	PV	171098	3/16/2017	12:00:00	AM	7695	010-81500-0-00000-81000-43000-0	\$137.18
13961	LOWE'S	PV	171099	3/16/2017	12:00:00	AM	7695	010-81500-0-00000-81000-43000-0	\$100.22
014248	LUKE ANTHONY SMITH	PV-171060	3/16/2017	12:00:00	AM	FEB-MAR 2017 FEE		010-00000-0-00000-72000-58000-0	\$1,181.25
14146	Manfredi, Gina	PV	171122	3/28/2017	12:00:00	AM	TRAVEL REIMB.	010-00000-0-00000-72000-52000-0	\$68.06
14097	MCGRAW-HILL SCHOOL EDUCATION	PV	171027	2/27/2017	12:00:00	AM	96820132001	010-30100-0-11100-10000-43000-0	\$313.00
14097	MCGRAW-HILL SCHOOL EDUCATION	PV	171028	2/27/2017	12:00:00	AM	96820132001	010-42010-0-11100-10000-43000-0	\$708.72
13882	MOBILE MODULAR MGT. CORP.	PV	171029	2/28/2017	12:00:00	AM	1256028	010-00000-0-00000-81000-56000-0	\$474.00
13882	MOBILE MODULAR MGT. CORP.	PV	171030	2/28/2017	12:00:00	AM	1255861	010-00000-0-00000-81000-56000-0	\$474.00
13882	MOBILE MODULAR MGT. CORP.	PV	171031	2/28/2017	12:00:00	AM	1256029	010-00000-0-00000-81000-56000-0	\$433.00
14103	MUNOZ, JACOB	PV	171025	3/8/2017	12:00:00	AM	AIRES MILEAGE REIMB	010-00000-0-00000-71000-52000-0	\$427.33
12836	OFFICE DEPOT, INC.	PV	171100	3/28/2017	12:00:00	AM	MULT-INV	010-11000-0-11100-10000-43000-0	\$263.75
012836	OFFICE DEPOT, INC.	PV-171072	3/16/2017	12:00:00	AM	MULTI-INV		010-11000-0-11100-10000-43000-0	\$602.65
13562	ORIENTAL TRADING CO.	PV	171101	3/20/2017	12:00:00	AM	682825842-01	010-30100-0-11100-10000-43000-0	\$403.75
014179	PITNEY BOWES	PV-171074	3/3/2017	12:00:00	AM	1003466678		010-00000-0-00000-72000-59000-0	\$77.35
012434	SCHOLASTIC INC	PV-171075	3/3/2017	12:00:00	AM	14690845		010-30100-0-11100-10000-43000-0	\$2,218.90
13316	SCHOOL INNOVATIONS & ADVOCACY	PV	171038	3/1/2017	12:00:00	AM	0136076-IN	010-00000-0-00000-72000-58000-0	\$3,000.00
5383	SOUTHERN CALIF EDISON CO	PV	171109	3/28/2017	12:00:00	AM	2-01-784-2188	010-99900-0-00000-81000-55000-0	\$106.98
5383	SOUTHERN CALIF EDISON CO	PV	171110	3/28/2017	12:00:00	AM	2-01-784-2667	010-99900-0-00000-81000-55000-0	\$87.39
5383	SOUTHERN CALIF EDISON CO	PV	171111	3/28/2017	12:00:00	AM	2-01-784-2345	010-99900-0-00000-81000-55000-0	\$1,538.98
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV	171112	3/21/2017	12:00:00	AM	PINVO255642	010-00000-0-11100-10000-43000-0	\$231.15
14197	Stanton Office Machine Company	PV	171107	3/24/2017	12:00:00	AM	INV31802	010-00000-0-00000-72000-43000-0	\$121.06
14197	Stanton Office Machine Company	PV	171108	3/24/2017	12:00:00	AM	INV31801	010-00000-0-11100-10000-43000-0	\$127.63
14197	Stanton Office Machine Company	PV	171113	3/24/2017	12:00:00	AM	INV31803	010-00000-0-11100-10000-43000-0	\$81.72
13267	Supplyworks	PV	171034	2/28/2017	12:00:00	AM	393351911	010-81500-0-00000-81000-43000-0	\$5.17
13267	Supplyworks	PV	171035	3/1/2017	12:00:00	AM	393487905	010-81500-0-00000-81000-43000-0	\$5.17
13267	Supplyworks	PV	171036	2/27/2017	12:00:00	AM	393216635	010-81500-0-00000-81000-43000-0	\$117.72
013130	SYSKO FOOD SERVICES	PV-171076	3/7/2017	12:00:00	AM	184100628		010-00000-0-00000-37000-47000-0	\$42.66
013130	SYSKO FOOD SERVICES	PV-171077	3/3/2017	12:00:00	AM	184100628		010-00000-0-00000-37000-47000-0	\$3.78
14252	TCOE-PRODUCTION CENTER	PV	171116	3/15/2017	12:00:00	AM	172008	010-00000-0-11100-10000-43000-0	\$125.90
13828	THE DIESEL DOCTOR	PV	171092	2/7/2017	12:00:00	AM	RS020717-7	010-07230-0-00000-36000-43000-0	\$697.27
5388	THE GAS COMPANY	PV	171115	3/20/2017	12:00:00	AM	108 416 9100 8	010-00000-0-00000-81000-55000-0	\$947.25
12264	TIPTON AUTO PARTS	PV	171040	2/2/2017	12:00:00	AM	8324	010-07230-0-00000-36000-43000-0	\$4.27
12264	TIPTON AUTO PARTS	PV	171041	2/8/2017	12:00:00	AM	8503	010-07230-0-00000-36000-43000-0	\$37.70
12264	TIPTON AUTO PARTS	PV	171042	2/9/2017	12:00:00	AM	8578	010-07230-0-00000-36000-43000-0	\$19.35
12264	TIPTON AUTO PARTS	PV	171043	2/16/2017	12:00:00	AM	8817	010-07230-0-00000-36000-43000-0	\$36.61
5760	TIPTON COMMUNITY SERVICES DIST	PV	171046	3/8/2017	12:00:00	AM	FEB ACTT-100-400-02	010-00000-0-00000-81000-55000-0	\$540.80
5763	TIPTON SCH REV CASH FUND	PV	171105	3/18/2017	12:00:00	AM	POSTAGE	010-00000-0-00000-72000-59000-0	\$6.59
13605	TULARE CO. OFFICE OF EDUCATION	PV	171114	3/28/2017	12:00:00	AM	SUPPORT STAFF CONFER	010-07200-0-11100-10000-52000-0	\$105.00
13463	TULARE COUNTY OFFICE OF EDUCAT	PV	171047	3/3/2017	12:00:00	AM	171875	010-00000-0-00000-72000-58000-0	\$50.00
13463	TULARE COUNTY OFFICE OF EDUCAT	PV	171045	3/3/2017	12:00:00	AM	171884	010-11000-0-11100-10000-43000-0	\$18.90
12324	TULE TRASH COMPANY	PV	171044	3/8/2017	12:00:00	AM	2677	010-00000-0-00000-81000-55000-0	\$985.90

14180 U S POSTAL SERVICE	PV	171037	3/8/2017	12:00:00 AM	BOX SERVICE FEE	010-00000-0-00000-72000-59000-0	\$206.00
14271 US POSTAL SERVICE	PV	171048	3/8/2017	12:00:00 AM	STAMPED ENVELOPES	010-00000-0-00000-72000-59000-0	\$1,192.25
13496 VALLEY PACIFIC PET. SERV., INC	PV	171050	2/24/2017	12:00:00 AM	INV-487628	010-07230-0-00000-36000-43000-0	\$1,361.11
013496 VALLEY PACIFIC PET. SERV., INC	PV-171080	3/9/2017	12:00:00 AM	INV-489466	INV-489466	010-07230-0-00000-36000-43000-0	\$626.65
<b>General Fund Total Expenditures Up To March 31, 2017</b>							
003676 American Incorporated	PV-171053	3/16/2017	12:00:00 AM	7061100		130-53100-0-00000-37000-43000-0	\$30,131.77
003676 American Incorporated	PV-171052	3/10/2017	12:00:00 AM	7061100		130-53100-0-00000-37000-44000-0	\$78.42
13412 AUTO-CHLOR SYS.OF FRESNO, INC.	PV	171086	3/20/2017	12:00:00 AM	279712	130-53100-0-00000-37000-56000-0	\$353.73
13412 AUTO-CHLOR SYS.OF FRESNO, INC.	PV	171087	3/20/2017	12:00:00 AM	279712	130-53100-0-00000-37000-56000-0	\$303.58
14101 B&B PEST CONTROL SERVICE	PV	171088	2/28/2017	12:00:00 AM	MULT PURPOSE TIPTON	130-53100-0-00000-37000-55000-0	\$129.09
013831 F & M BANK VISA-SUPER CO-OP CONF	PV-171063	3/16/2017	12:00:00 AM	4330811040007877		130-53100-0-00000-37000-52000-0	\$40.00
14246 FRESNO PRODUCE INC	PV	171018	3/5/2017	12:00:00 AM	850346	130-53100-0-00000-37000-47000-0	\$157.89
14246 FRESNO PRODUCE INC	PV	171019	3/6/2017	12:00:00 AM	846056	130-53100-0-00000-37000-47000-0	\$163.52
14246 FRESNO PRODUCE INC	PV	171094	3/20/2017	12:00:00 AM	849579	130-53100-0-00000-37000-47000-0	\$91.50
14246 FRESNO PRODUCE INC	PV	171095	3/15/2017	12:00:00 AM	851491	130-53100-0-00000-37000-47000-0	\$287.49
14246 FRESNO PRODUCE INC	PV	171117	3/28/2017	12:00:00 AM	852927	130-53100-0-00000-37000-47000-0	\$175.58
14246 FRESNO PRODUCE INC	PV	171118	3/27/2017	12:00:00 AM	849580	130-53100-0-00000-37000-47000-0	\$229.08
014246 FRESNO PRODUCE INC	PV-171062	3/13/2017	12:00:00 AM	849578		130-53100-0-00000-37000-47000-0	\$91.50
12921 GOLD STAR FOODS INC.	PV	171021	3/2/2017	12:00:00 AM	1964516	130-53100-0-00000-37000-47000-0	\$91.50
12921 GOLD STAR FOODS INC.	PV	171120	3/23/2017	12:00:00 AM	1995185	130-53100-0-00000-37000-47000-0	\$2,678.44
13191 PRODUCERS	PV	171033	3/4/2017	12:00:00 AM	20884885	130-53100-0-00000-37000-47000-0	\$755.36
13191 PRODUCERS	PV	171102	3/25/2017	12:00:00 AM	20892882	130-53100-0-00000-37000-47000-0	\$1,201.16
13191 PRODUCERS	PV	171103	3/18/2017	12:00:00 AM	20890213	130-53100-0-00000-37000-47000-0	\$937.31
13191 PRODUCERS	PV	171104	3/18/2017	12:00:00 AM	20890213	130-53100-0-00000-37000-47000-0	\$492.80
013191 PRODUCERS	PV-171073	3/11/2017	12:00:00 AM	20887551		130-53100-0-00000-37000-47000-0	\$417.14
13129 SCHOOL LUNCH PRODUCTS, INC.	PV	171121	3/27/2017	12:00:00 AM	32070	130-53100-0-00000-37000-47000-0	\$967.84
13130 SYSCO FOOD SERVICES	PV	171106	3/21/2017	12:00:00 AM	184114998	130-53100-0-00000-37000-47000-0	\$1,134.30
13130 SYSCO FOOD SERVICES	PV	171123	3/21/2017	12:00:00 AM	184114997	130-53100-0-00000-37000-47000-0	\$602.07
013130 SYSCO FOOD SERVICES	PV-171078	3/7/2017	12:00:00 AM	184100627		130-53100-0-00000-37000-47000-0	\$3,172.05
013342 TULARE COUNTY ENVR. HEALTH	PV-171079	3/3/2017	12:00:00 AM	IN0162813		130-53100-0-00000-37000-58000-0	\$2,664.80
12324 TULE TRASH COMPANY	PV	171039	3/8/2017	12:00:00 AM	4585	130-53100-0-00000-81000-55000-0	\$358.00
12650 VALLEY FOOD SERVICE	PV	171049	3/6/2017	12:00:00 AM	334609	130-53100-0-00000-37000-47000-0	\$702.12
<b>General Fund Total Expenditures Up To March 31, 2017</b>							
013607 MANGINI ASSOCIATES, INC.	PV-171068	2/28/2017	12:00:00 AM	8460		210-99900-0-00000-85000-62000-0	\$18,702.33
14266 ORAL E. MICHAM INC	PV	171032	2/27/2017	12:00:00 AM	LEASE PAYMENT #3	210-99900-0-00000-85000-62000-0	\$9,352.29
13883 THOMAS ARTHUR HIRST	PV	171096	3/27/2017	12:00:00 AM	MARCH INVOICE #4	210-99900-0-00000-85000-62000-0	\$367,434.07
<b>General Fund Total Expenditures Up To March 31, 2017</b>							

<b>General Fund Total Expenditures Up To March 31, 2017</b>							<b>\$384,786.36</b>
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**\$433,620.46**

**TOTAL ACCOUNTS PAYABLE**



## 5. **FINANCE:** Action items:

### 5.2 Budget Revisions

# Budget Revision Report

Control Number: 32852589

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 0100 General Fund Expenditures</b>			
010-07200-0-11100-10000-43000-0	\$51,557.59	\$3,015.59	\$54,573.18
010-07200-0-11100-10000-44000-0	\$28,500.00	(\$160.00)	\$28,340.00
010-07200-0-11330-10000-43000-0	\$10,000.00	(\$1,695.41)	\$8,304.59
010-81500-0-00000-81000-43000-0	\$20,000.00	\$4,000.00	\$24,000.00
<b>Books and Supplies</b>	\$110,057.59	\$5,160.18	\$115,217.77
010-00000-0-00000-71910-58000-0	\$20,000.00	\$2,700.00	\$22,700.00
010-00000-0-00000-73500-58000-0	\$0.00	\$15,115.00	\$15,115.00
010-07200-0-11100-10000-52000-0	\$1,320.18	\$679.82	\$2,000.00
010-07200-0-11100-10000-53000-0	\$20,322.30	\$160.00	\$20,482.30
010-81500-0-00000-81000-58000-0	\$13,542.00	(\$4,000.00)	\$9,542.00
<b>Services, Other Operating Expenses</b>	\$55,184.48	\$14,654.82	\$69,839.30
<b>Total Expenditures</b>	\$165,242.07	\$19,815.00	\$185,057.07
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>		<b>\$2,158,501.59</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>		<b>(\$19,815.00)</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>		<b>\$2,138,686.59</b>	

# Budget Revision Report

Control Number: 32852589

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 5100 Bond Interest &amp; Redemption Fund - #1</b>			
<b>Revenues</b>			
510-99610-0-00000-00000-86110-0	\$100,650.00	\$3,971.00	\$104,621.00
<b>Other Local Revenues</b>	\$100,650.00	\$3,971.00	\$104,621.00
<b>Total Revenues</b>	\$100,650.00	\$3,971.00	\$104,621.00
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>		<b>\$151,070.39</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>		<b>\$3,971.00</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>		<b>\$155,041.39</b>	

# Budget Revision Report

Control Number: 32852589

**Account Classification**      **Approved / Revised**      **Change Amount**      **Proposed Budget**

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

Authorized by: \_\_\_\_\_  
(County Office Use Only)  
Updated at County Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

## **7. Any Other Business-**

### **7.1 Multi-Purpose Building Update**

## PROGRESS MEETING NO. 2

Issue Date: March 20, 2017

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

**MEETING DATE:** March 20, 2017  
**MAI PROJECT NO.:** 1473  
**OWNER'S REPRESENTATIVE:** Luke Smith  
**PROJECT INSPECTOR:** Tom Hirst

**Attendees:**

Luke Smith, Fausto Martin

Tom Hurst

Jerry Riggins

Michael Jensen

Ryan Morrelli

**Weather** Clear Overcast Rain Snow Foggy Cold Cool Warm Hot**Site Conditions** Clear Muddy Dusty**Day** Monday Tuesday Wednesday Thursday Friday**Field Observations:**

1. Building pad is complete. Footing layout and digging will begin later this week.
2. Storm drain and deep electrical are installed at the building. Continuing with site storm drain.

**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: October 24, 2017
  - e. Approved Time Extended Completion Date: October 4, 2017
  - f. Weather Days: 22 approved delay days to date.
2. **Contract Sum:**
  - a. Original Contract Sum: \$5,878,945.07
  - b. Approved Change Orders: \$0.00
  - c. Revised Contract Sum: \$5,878,945.07

**B. Progress and Schedule:**

1. **Schedule Conformance:** No update this week.
2. **Short Interval Schedule:** Refer to attached.

**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:** Building pad is tested to the top.
2. **Nonconforming Work or Materials:** None.

**G. DSA Inspection:**

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17.
2. **Corrections Needed:** None.
3. **Inspection Card Updates:** None.

**H. Progress Payments:**

1. **Percentage of Completion:** 5%

**I. Discussion Items:**

Item No.	Action By	Description
2-1	RM	<i>Addendum #5 has not been DSA approved. RM will investigate.</i>
2-2	RM	<i>RM to check on the fire smoke dampers at grid line H. They may not be required.</i>

---

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 Mutli-Purpose/Gym Building at Tipton Elementary School

Prepared On: 3/20/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
1	10 1400	Signage and Plaque	Open	12/15/2016 8:00:00 AM	Received - For Review	
55	10 1400	Signage Samples	Open	2/17/2017 8:00:00 AM	Received - For Review	
58	11 6620	Scoreboard & Gymnasium Color Samples	Open	2/17/2017 8:00:00 AM	Received - For Review	
52	11 6640	Interior Scoreboards	Open	2/10/2017 8:00:00 AM	Received - For Review	
39.2	22 0000	Plumbing	Expected - Overdue			
54.1	23 0000	Heating, Ventilating and Air Conditioning	Expected - Overdue			
	01 7425	Construction Waste Management and Controls	Expected			
	05 5000	Metal Fabrications	Expected			
	06 1100	Rough Carpentry	Expected			
	07 1900	Water Repellents	Expected			
	07 2110	Continuous Insulation	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 2210	Roof Insulation	Expected			
	07 2710	Air Barrier System	Expected			
	07 3110	Asphalt Shingles	Expected			
	07 5400	Thermoplastic Membrane Roofing	Expected			
	07 6200	Sheet Metal Flashing and Trim	Expected			
	07 8400	Firestopping	Expected			
	07 9210	Elastomeric Joint Sealants	Expected			
	08 4120	Display Case Glass Doors	Expected			
	08 5625	Window Talk-Through Devices	Expected			
	09 6110	Moisture Control Treatment for Flooring	Expected			
	09 6500	Resilient Flooring	Expected			
	10 1410	Plaques	Expected			
	10 1420	Dimensional Letter Signage	Expected			
	10 2610	Wall and Corner Protection	Expected			
	11 6820	Exterior Court Athletic Equipment	Expected			
	12 5625	Built-In Folding Tables	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
	21 2300	Wet Chemical Fire Suppression System	Expected			
38.2	22 0000	Plumbing - Site	Expected			
	27 0000	Communication Systems General	Expected			
	27 0528	Communication Raceways	Expected			
	27 1000	Structured Cabling	Expected			
	27 1700	Structured Cabling Execution	Expected			
	27 2000	Network Electronics (WAN/LAN/Servers)	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	27 3000	Telephone/Voice System	Expected			
	27 4010	Assisted Listening System	Expected			
	27 4030	Audio Visual System-Conference Center	Expected			
	27 7000	Intercom Paging System	Expected			
	27 9000	Burglar Alarm System	Expected			
	28 3100	Fire Alarm System	Expected			



	32 1210	Asphaltic Paving	Expected			
	32 1725	Tactile Warning Surfaces	Expected			
	32 3120	Custom Metal Gates	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
	32 8420	Irrigation System	Expected			
	32 9000	Planting	Expected			
	33 4000	Storm Drainage Utilities	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
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
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
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
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
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
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
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
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
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
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
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
31.2	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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

## Request for Information Report - All

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

Prepared On: 3/20/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
20	Sloped Shear Plate	Open	3/20/2017 7:00:00 AM	Forwarded - To Answer	
15	Abandoned Concrete Vault	Open	3/13/2017 7:00:00 AM	Received - Request For Information	
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
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:**  
**Allowances:**

**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	\$ -	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 <b>Reason:</b> Clarification of Documents	---	---						---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer <b>Reason:</b> Engineer Omission	3	2.16.17	\$ 3,658.00	0	\$ -	0	DSA approved 1.23.17. <b>Pending Owner Review.</b>		
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) <b>Reason:</b> Value Engineering	4	2.16.17	\$ 2,123.00	0	\$ 2,123.00	0	Owner approved 2.21.17.	1	
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 <b>Reason:</b> Improved Information	---	---	\$ -	0	\$ -	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project <b>Reason:</b> Clarification of Documents	1	1.25.17	\$ (3,072.00)	0	\$ (3,072.00)	0	Owner approved 1.25.17.	1	
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 <b>Reason:</b> Clarification of Documents	---	---	\$ -	0	\$ -	0	DSA approved 2.2.17.	---	---
8	N	SI	2.28.17	Misc. electrical clarifications <b>Reason:</b> Clarification of Documents	5	2.22.17	\$7,413.00	0	\$ -	0	<b>R&amp;R 3.6.17.</b>		
8R	N	SI	2.28.17		5.1	3.2.17	\$2,261.00	0					
9	N	---	---	Delay Day Request (December & January) <b>Reason:</b> Field Conditions	2	2.8.17	\$ -	26	\$ -	22	Owner approved 2.13.17.	1	
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution <b>Reason:</b> Contractor Substitution	---	---	\$ -	0	\$ -	0		---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks <b>Reason:</b> Engineer Omission			\$ -	0	\$ -	0			
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors <b>Reason:</b> Clarification of Documents	---	---	\$ -	0	\$ -	0		---	---
<b>Total Accepted Cost Impact</b> →										\$ (949.00)	22	← <b>Total Accepted Time Impact</b>	



**MICHAM INC.**  
ORAL E. MICHAM INC.  
CA Lic. #327785

**GENERAL BUILDING CONTRACTOR**

**COMMERCIAL (559) 564-5010 INDUSTRIAL**

P.O. Box 745 Woodlake, CA 93286  
www.michaminc.com

**SCHEDULE**

**PROJECT:** TIPTON MULTI USE

ACTIVITIES	SUB	MARCH							MARCH							MARCH								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
DAY	DATE		13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
MAC ENGINEERING	FINSH OVER X		X	X																				
AMERICAN .INC	SITE STORM DRAIN & SEWER			X	X	X	X			X														
KAWEAH ELECTRIC	SITE UNDER GROUND							X								X	X	X	X	X				
OEM	DIG FOOTINGS												X	X			X							
HARRIS REBAR	REBAR																X	X	X	X				
AMERICAN .INC	SITE WATER									X	X	X	X											
AMERICAN .INC	SITE GAS															X	X	X	X					



## **7. Any Other Business-**

### **7.2 March 2017 Quarterly Update Board Policy**

# POLICY GUIDE SHEET

March 2017

Page 1 of 4

Note: Descriptions below identify revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

## **BP 0460 - Local Control and Accountability Plan**

(BP revised)

Policy updated to reflect **NEW LAW** (Proposition 58, 2016) which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. Policy also reflects the State Board of Education's (SBE) adoption of evaluation rubrics (the "California School Dashboard") that will assist districts in evaluating progress toward their LCAP goals.

## **BP/AR 3260 - Fees and Charges**

(BP/AR revised)

Policy reorganized and updated to reflect a California Department of Education (CDE) management advisory regarding the prohibition against requiring parent/guardian volunteer hours or payment as a condition of the student's enrollment or participation in educational activities. Regulation updated to reflect **NEW LAW** (AB 2615, 2016) which permits districts to charge a fee for participation in After School Education and Safety (ASES) programs, 21st Century Community Learning Center (21st CCLC) programs, and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program, as long as the fee is waived or reduced for low-income families and, effective July 1, 2017, the fee is not charged for a homeless or foster youth. Regulation also clarifies the permissibility of charging a fee for in-state field trips in accordance with CDE's interpretation of law, provided that no student is prevented from participating based on a lack of funds.

## **AR 4112.22 - Staff Teaching English Learners**

(AR revised)

Regulation updated to revise definition of "English learner" pursuant to Proposition 58 (2016). Regulation also deletes material regarding the Certificate of Staff Development issued by the Commission on Teacher Credentialing and provides a general paragraph applicable to multiple types of authorizations to teach English learners. Title of regulation updated to reflect current terminology.

## **E 4112.9/4212.9/4312.9 - Employee Notifications**

(E revised)

Exhibit updated to add notice seeking volunteers to administer opioid antagonist pursuant to **NEW LAW** (AB 1748, 2016), delete notice seeking volunteers to administer anti-seizure medication as the requirement self-repealed on January 1, 2017, add notice informing new employees of their right to purchase Public Employment Retirement Service credit for certain active military service, and update legal citations.

## **AR 4161.1/4361.1 - Personal Illness/Injury Leave**

(AR revised)

Regulation updated to add new section on "Additional Leave for Disabled Military Veterans" reflecting **NEW LAW** (SB 1180, 2016) which entitles eligible certificated employees to receive an additional 10 days of sick leave with pay during the first year of employment for the purpose of undergoing medical treatment for a military service-connected disability. Regulation reflects **NEW LAW** (AB 2393, 2016) which clarifies differential pay for parental leave ("baby bonding" leave), including clarifying that such leave will run concurrently with parental leave taken under the California Family Rights Act, but, unlike the CFRA, does not require an employee to have at least 1,250 hours of service with the district in the previous 12-month period. Regulation also clarifies applicability of law requiring a reemployment list for employees who are not medically able to resume duties after a specified period of time.



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## **AR 4261.1 - Personal Illness/Injury Leave**

(AR revised)

Regulation updated to add new section on "Additional Leave for Disabled Military Veterans" reflecting **NEW LAW** (SB 1180, 2016) which entitles eligible classified employees to receive an additional 12 days of sick leave with pay during the first year of employment for the purpose of undergoing medical treatment for a military service-connected disability. Regulation also updated to reflect **NEW LAW** (AB 2393, 2016) which extends to classified employees the same provisions related to differential pay for parental leave that were previously granted only to certificated employees.

## **BP 5111 - Admission**

(BP revised)

Policy updated and released on GAMUT in February, in conjunction with new CSBA Legal Guidance, to clarify that, under state compulsory education laws and the U.S. Supreme Court decision in Plyler v. Doe, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. Policy includes direction not to inquire into a student's citizenship or immigration status nor deny enrollment on the basis of citizenship or immigration status. Policy also reflects **NEW LAW** (AB 2308, 2016) which extends the requirement that the district's enrollment forms include an informational item about affordable health care options and available enrollment assistance through the 2020-21 school year.

## **BP 5111.1 - District Residency**

(BP revised)

Policy updated and released on GAMUT in February, in conjunction with new CSBA Legal Guidance, to clarify that, under state compulsory education laws and the U.S. Supreme Court decision in Plyler v. Doe, districts cannot deny enrollment on the basis of citizenship or immigration status and therefore should not request visas, passports, or other documentation that would discourage undocumented children from enrolling in school.

## **BP/AR 5113 - Absences and Excuses**

(BP/AR revised)

Policy updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness or quarantine. Policy also deletes section on "Effect of Absence on Grades/Credits," as that material is covered in BP/AR 5121 - Grades/Evaluation of Student Achievement and BP 6154 - Homework/Makeup Work. Regulation updated to reflect **NEW LAW** (AB 1593, 2016) which provides that a student's attendance at his/her own naturalization ceremony constitutes an excused absence. Regulation also includes parent notification requirement formerly in BP, and adds notifications that a student may be excused for religious exercises or instruction and that a student's grade will not be lowered following an excused absence provided that missed schoolwork is completed within a reasonable period of time.

## **BP/AR 5141.52 - Suicide Prevention**

(BP/AR revised)

Policy and regulation substantially revised to reflect **NEW LAW** (AB 2246, 2016) which mandates districts serving grades 7-12 to adopt policy on suicide prevention, intervention, and postvention by the beginning of the 2017-18 school year. Policy and regulation reflect the mandate to address any related staff development to be provided to teachers in grades 7-12 and to address the needs of specified high-risk student populations. In addition, policy and regulation add best practices in prevention, intervention, and postvention, including, but not limited to, student instruction, crisis intervention procedures, follow-up care for a student who threatens or attempts suicide, and the provision of counseling and other postvention strategies to reduce suicide contagion.

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### **E 5145.6 - Parental Notifications**

(E revised)

Exhibit updated to reflect **NEW LAWS** adding parental notifications related to language acquisition programs (Proposition 58, 2016), involuntary transfer of a student convicted of violent felony or firearms-related misdemeanor (SB 1343, 2016), enrollment priorities for homeless and foster youth in before/after school programs (AB 2615, 2016), and exemption from local graduation requirements for former juvenile court school students (AB 2306, 2016). Exhibit also deletes notification related to structured English immersion programs pursuant to Proposition 58, and updates legal citations and referenced CSBA sample policies/regulations.

### **BP/AR 5148.2 - Before/After School Programs**

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW** (AB 2615, 2016) which permits districts to charge a family fee for participation in an ASES, 21st CCLC, or ASSETs program, as long as the fee is waived or reduced for low-income families and, effective July 1, 2017, the fee is not charged for a homeless or foster youth. Policy also links program content with goals in the district's LCAP, and includes material formerly in AR related to priorities for establishing district programs consistent with state and federal priorities for funding programs. Regulation also reflects provisions of AB 2615 which require first priority for enrollment, beginning July 1, 2017, to be given to students identified as homeless or foster youth and require ASSETs programs to provide for access to computers and technology.

### **BP 6111 - School Calendar**

(BP revised)

Policy updated to clarify that a district must offer a minimum of 175 instructional days per school year until it meets or exceeds its funding target under the local control funding formula, at which time the minimum required number of instructional days is 180. Policy also adds reference to the requirement for a minimum of 163 instructional days per year for multitrack year-round schools.

### **BP 6117 - Year-Round Schedules**

(BP revised)

Policy updated to clarify that a year-round school is generally required to offer a minimum of 175 instructional days per school year until the district meets or exceeds its funding target under the local control funding formula, at which time the minimum required number of instructional days is 180. Policy adds conditions under which a multitrack year-round school may instead offer a minimum of 163 instructional days.

### **BP/AR 6142.2 - World/Foreign Language Instruction**

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW** (Proposition 58, 2016) which authorizes the establishment of dual-language immersion programs that provide integrated language learning and academic instruction for English learners and native speakers of English. Policy also reflects **NEW LAW** (AB 2290, 2016) which requires the SBE to consider revisions to the state content standards for world languages by March 31, 2019. Regulation reflects provisions of Proposition 58 which (1) delete the requirement that a parent/guardian request a waiver of structured English immersion instruction so that an English learner may participate in a dual-language immersion program, (2) require dual-language immersion programs in grades K-3 to meet class size requirements, and (3) require a parental notice with information on the district's dual-language and other language acquisition programs.

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### **BP 6144 - Controversial Issues**

(BP revised)

Policy updated to provide that parents/guardians may be given an opportunity to opt out of instruction on controversial issues only when required by law, not at the discretion of a teacher or administrator. Policy also clarifies the district's right to limit teacher expressions of personal opinion when teachers are in the classroom and therefore acting on behalf of the district.

### **BP/AR/E 6174 - Education for English Learners**

(BP/AR revised; E deleted)

Policy and regulation substantially revised to reflect **NEW LAW** (Proposition 58) which authorizes parents/guardians to select a language acquisition program that best suits their child and eliminates the requirement for parents/guardians to request a waiver from the district if they want to enroll their child in a program other than a structured English immersion program. Policy reflects provisions of Proposition 58 that require districts to (1) offer, at a minimum, a structured English immersion program; (2) seek parent/guardian and community input on language acquisition programs during development of the district's LCAP; and (3) to the extent possible, offer a language acquisition program requested by parents/guardians of 30 or more students at a school or 20 or more students in any grade level at the school. Policy and regulation also reflect revisions in Title III English learner programs, including renumbering of accountability requirements and changes in the required parental notification, pursuant to the Every Student Succeeds Act. Title of policy and regulation updated to reflect current terminology. Exhibit deleted as districts no longer need a sample form for the parental exception waiver.

### **BP 6176 - Weekend/Saturday Classes**

(BP revised)

Policy updated to reflect **NEW LAW** (AB 2659, 2016) which authorizes makeup classes for any type of absence, including excused absences, to be offered during the weekend. Policy also adds material regarding the circumstances under which teachers cannot be assigned to work on a weekend.