

# Tipton Elementary School District

## AGENDA

### REGULAR BOARD MEETING

Tuesday, November 7, 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 presentation of elective class – morning announcements

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

3.1 Minutes of the Regular Board Meeting, October 3, 2017

3.2 Minutes of the Special Board Meeting, October 26, 2017

3.3 Field Trip and Conference Attendance Requests

4. **ADMINISTRATIVE: Action items:**

4.1 Setting Date for Annual Organizational Meeting

4.2 Approval of Multi-Purpose Building Change Order

5. **FINANCE: Action items:**

5.1 Vendor Payments

5.2 Budget Revisions

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

6.1 MOT--FOOD SERVICE—PROJECTS

Multi-Purpose Building

Update Progress Meeting Notes #22

Update Progress Meeting Notes #23

Update Progress Meeting Notes #24

Update Progress Meeting Notes #25

6.2 Athletic Team Coach Certification update

6.3 Stakeholder Survey Results

7. **Any Other Business-**

7.1 Quarterly Board Policy Updates – Informational

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

8.2 Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Co-Superintendent of Business Services

Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Co-Superintendent/Principal

Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Co-Superintendent of Curriculum Instruction

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 November 2, 2017**

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

**3.1** Minutes of the Regular Board Meeting, October 3,  
2017

# Tipton Elementary School District

## Minutes

### REGULAR BOARD MEETING

Tuesday, October 3, 2017

7:00 p.m. District Conference Room

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

*Clerk Greg Rice, called the meeting to order at 7:04 p.m. and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, Greg Rice, and John Cardoza  
Guests: Fausto Martin, Stacy Richmond, Cris Diaz, Megan Rice, Virginia Almeida, Jake Munoz, Luke Smith, Jenny Calderon and Anthony Hernandez*

2. **Public Input:**

2.1 Community Relations/ Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

*Mrs. Jenny Calderon read a letter to the board on behalf of Ms. Kelly Rother regarding keeping CTA informed and included on decisions of hiring a Superintendent.*

*Ms. Virginia Almeida asked about CSEA opening up a new bank account for its members and if they could put the schools name on the account. Ms. Almeida also updated the Board on Save the Children and the VIP visit that took place. Ms. Almeida shared that the VIP visitors were impressed with our school and the work that Ms. Almeida is doing. She also shared that TOM Shoes made a very large donation to our school and that we will be handing out shoes to a lot of our students on campus.*

2.3 Correspondence

Review and Approval of Budget, Fiscal Year 2017-2018

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

3.1 Minutes Regular Board Meeting September 5, 2017

3.2 Conference, Field Trip, Fund Raiser and Facilities Requests

3.3 Agreement with TCOE for California Standards Professional Development

3.4 School City Change Request Form

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

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

4. **ADMINISTRATIVE: Action items:**

4.1 Approval of Quarterly Board Policies

*Motion to Approve Quarterly Board Policies was made John Cardoza and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

**4.2 Board Resolution #2017-2018-09 Reimbursement of General Fund with School Facility Program Funding**

*Motion to approve Board Resolution #2017-2018-09 Reimbursement of General Fund with School Facility Program Funding was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

**5. FINANCE: Action items:**

**5.1 Vendor Payments**

*Motion to approve updated vendor payments was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

**5.2 Budget Revisions**

*Motion to approve budget revisions was made by Iva Sousa and second by Shelley Heeger.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

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

**6.1 MOT--FOOD SERVICE—PROJECTS**

Update Progress Meeting Notes #19

Update Progress Meeting Notes #20

Update Progress Meeting Notes #21

*Mr. Luke Smith updated the Board on the Multi-Purpose Building. Mr. Smith shared that he was glad the Board was able to visit the building and to see its progress.*

*Mr. Martin updated the Board on the upcoming field trips and games. He also discussed having the trees trimmed and topped off.*

*Mr. Hernandez presented a project budget summary to the Board, an overview of the facilities master plan process, a facility construction project timeline and an analysis of the financial impact that the certificate of participation (COP) would have on the district.*

## 6.2 Review of Implementation of State Academic Standards

*Mr. Munoz reviewed the results of the LCAP priority tool self-reflection survey which measures Tipton Schools progress in implementing the state academic standards. Tipton School continues to work towards full implementation of the ELA and math standards. We are in the exploratory and research phase of the Next Generation Science and History standards.*

### 7. **Any Other Business:**

### 8. **Adjourn to Closed Session: 7:59 p.m.**

### 9. **Reconvene to open session: 10:06 p.m.**

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

#### 8.1 Government Code Section 54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Title: Community Ambassador

*Motion to approve employment of Arielle Gutierrez as Community Ambassador was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

#### 8.1 Government Code Section 54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Title: Instructional Aide – (After School Program)

*Motion to approve employment of Adrianna Cunha as Instructional Aide (After School Program) was made by Shelley Heeger and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

#### 8.1 Government Code Section 54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Title: Yard Duty Aide

*Motion to approve employment of Jessica Aguirre as Yard Duty Aide was made by Shelley Heeger*

*and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

**8.1** Government Code Section 54957

**PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Title: Custodial/General Maintenance/Bus Driver

*Motion to approve employment of Santiago Moreno was made by Shelley Heeger and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

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

*Motion to approve student transfers was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

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

*No - 0*

*Abstain - 0*

*Absent – Tony Macedo*

**8.3** Government Code Section 54957

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Co-Superintendent of Business Services

*Discussion only*

**8.4** Government Code Section 54957

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Co-Superintendent/Principal

*Discussion only*

**8.5** Government Code Section 54957

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Co-Superintendent of Curriculum Instruction

*Discussion only*

11. **Adjournment 10:07 p.m.**

**Minutes approved November 7, 2017**

\_\_\_\_\_  
Tony Macedo, President

\_\_\_\_\_  
Greg Rice, Clerk

\_\_\_\_\_  
Stacey Bettencourt, Secretary



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

**3.2** Minutes of the Special Board Meeting, October 26,  
2017

# TIPTON ELEMENTARY SCHOOL DISTRICT MINUTES

## SPECIAL BOARD MEETING

Thursday, October 26, 2017

5:30 p.m. District Conference Room

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

*Board President, Tony Macedo, called the meeting to order at 5:30 p.m. and led the flag salute. Board Members present: Shelley Heeger, Greg Rice, and Tony Macedo  
Guests: Jacob Munoz, and Gloria Alvarez*

**2. Public Input:**

**3. Adjourn to Closed Session: 5:31 p.m.**

**3.1** Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

**4. Reconvene to open session 5:56 p.m.**

**5. ADMINISTRATIVE: Action items:**

**5.1 Consider Expulsion of Student #14703**

*Motion to approve expulsion of student ID #14703 for the remainder of the 2017-2018 school year was made by Greg Rice and second by Shelley Heeger.*

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

*Yea - Shelley Heeger, Greg Rice and Tony Macedo*

*No – 0*

*Abstain – 0*

*Absent – 2 Iva Sousa and John Cardoza*

**6. Report out from Closed Session**

No final action to report out

**7. Adjournment 5:57 p.m.**

**Minutes approved on November 7, 2017**

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Tony Macedo, President

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Greg Rice, Clerk

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Stacey Bettencourt, Secretary

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

#### **3.3 Field Trip and Conference Attendance Requests**

# Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Nuckols GRADE 8<sup>th</sup>

CLASSES ATTENDING (15) 8<sup>th</sup> graders

DATE OF TRIP Nov 30, 2017 NUMBER OF PUPILS 15 ADULTS 1

DESTINATION TCEC Doe Avenue, Visalia

BUS TO LEAVE SCHOOL AT 8:30 RETURN AT 3:00

BUS ROUTING AND STOPS

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USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: \_\_\_\_\_

TRIP RELEVENCY: Ag Education (San Joaquin Region FFA)

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

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COST \$ 300<sup>00</sup>

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES \_\_\_\_\_ NO  HOW MANY \_\_\_\_\_

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES \_\_\_\_\_ NO  HOW MANY \_\_\_\_\_

SIGNATURE OF TEACHER IN CHARGE Michelle Nuckols

TRIP AUTHORIZED BY SCHOOL BOARD YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT Shirley Bull



San Joaquin Region FFA  
2910 E. Barstow-0115  
Fresno, CA 93740-8009

DATE: August 1, 2017  
TO: San Joaquin Region FFA Members and Advisors  
FROM: Matt Rosa, Regional FFA President  
VIA: Charles Parker, Regional Supervisor

This serves as your invitation to be part of the first Discovery Leadership Conference in California. The inaugural event will take place on November 30, 2017 at the Tulare County Office of Education Complex of Doe Avenue in Visalia.

This conference is open to any eighth grade student who is interested in agricultural education and hopes to enroll in their local FFA program when they enter high school.

Registration is set at \$20 and includes lunch, materials, and a special gift. Complete the registration form below and e-mail, fax, or mail the enclosed registration form to the regional office by November 1.

## San Joaquin Region FFA Discovery Leadership Conference

Registration for Tipton Elem. School School

Total Eighth Grade Students Attending 15 X \$20 = \$ 300.00

Teacher/Advisor in Charge: Michelle Nuckols

**LATE FEE of \$5/Student (if after November 1)**

Please enclose this page with a check made out to: **SAN JOAQUIN REGION FFA**

Mail to: Charles Parker, San Joaquin Region FFA, 2910 E. Barstow, M/S 115,  
Fresno, CA 93740-8009



# DISCOVERY LEADERSHIP CONFERENCE

## TENTATIVE AGENDA

- 9:30am Registration
- 10:00am Opening Session  
Welcome – Matt Rosa, Regional President  
Mixer – Sage Clay, Regional Secretary
- 10:30am Scavenger Hunt – Drew Vogt, Regional Treasurer
- 11:30am Lunch
- 12:15pm Keynote Address – Adam Solis, Regional Vice President  
State Officer?  
National Officer?  
Ag Teacher?
- 12:30pm Group Activities – Devaughn Walker, Regional Sentinel  
Hamster Balls – Brian Phelps, Regional Vice President  
Foosball – Tony Pena, Regional Vice President  
Helium Sticks – Lindsey Swall, Regional Vice President  
Tiles – Lantz Adams, Regional Vice President  
Relay – Edith Guijon, Regional Reporter
- 1:45pm Closing Session  
Slide Show – Aalexias Woolf, Regional Vice President  
Recognition – Brian Phelps, Regional Vice President  
Closing Comments – Matt Rosa, Regional President



# Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Kelly/Diaz/Lowry/Richmond GRADE TK/Kindergarten

CLASSES ATTENDING Kelly/Diaz/Lowry/Richmond

DATE OF TRIP 10-13-17 NUMBER OF PUPILS 77 ADULTS 8

DESTINATION Dairyland Farms/Elk Bayou Regional Park

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

### BUS ROUTING AND STOPS

Dairyland Farms and then lunch at Elk Bayou Regional Park

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: N/A

TRIP RELEVENCY: Student will learn how dairy cows are raised and how milk is collected from the cows. This will give students background knowledge when introducing our farm unit.

OTHER INFORMATION/STAFF CHAPARONE REQUEST: N/A

COST \$ Free

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES  NO  HOW MANY 77

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES  NO  HOW MANY       

SIGNATURE OF TEACHER IN CHARGE Renaee Kelly

TRIP AUTHORIZED BY SCHOOL BOARD YES  NO

SIGNATURE OF SUPERINTENDENT Jerry Bull



# Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Hatfield, Bickers, Medina GRADE 2

CLASSES ATTENDING All 2nd grade

DATE OF TRIP 4-27-18 NUMBER OF PUPILS 65 ADULTS 13

DESTINATION AgVentures Learning Center - 4500 S. Laspina Tulare, CA  
93274

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

## BUS ROUTING AND STOPS

CA-99 N - to S K St. Take exit  
83 from CA-99 N. Take Tex Dr to S. Laspina  
St

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: \_\_\_\_\_

TRIP RELEVENCY: for students to learn the importance  
of agriculture in our area.

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

In addition to the 3 2nd grade teachers and  
1 aide each class will be taking 3 parent chaperones

COST \$ 195.00

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES  NO \_\_\_\_\_ HOW MANY 65

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES \_\_\_\_\_ NO  HOW MANY \_\_\_\_\_

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT [Signature]

# Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Hatfield, Bickers, Medina GRADE 2

CLASSES ATTENDING All 2nd Grade

DATE OF TRIP 11-7-17 NUMBER OF PUPILS 60 ADULTS 4

DESTINATION Tipton Fire Station

BUS TO LEAVE SCHOOL AT N/A RETURN AT \_\_\_\_\_

BUS ROUTING AND STOPS

The 2nd grade will be walking to the Tipton Fire Station

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: \_\_\_\_\_

TRIP RELEVENCY: To learn about fire safety

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES \_\_\_\_\_ NO X HOW MANY \_\_\_\_\_

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES \_\_\_\_\_ NO X HOW MANY \_\_\_\_\_

SIGNATURE OF TEACHER IN CHARGE Ms. Hatfield

TRIP AUTHORIZED BY SCHOOL BOARD YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT [Signature]

Tipton Elementary School District

Name of Club: 6th grade

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 10/18/17 Submitted by: Mrs. Roche

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Pencil fundraiser for Scicon  
Location of activity: at school

Facilities needed: none

Items to be sold: pencils

Date of activity: 10/1 - 4/1

Time of activity: From 8:00 a.m./p.m. To: 3:05 a.m./p.m.

Item/Ticket selling price: \$ 1.00 per pencil

Cash Box required?  Yes  No

Number of items purchased for sale: 2 Cases @ \$ 285.00 each = \$ 614.00  
570.00

ASB purchase order required?  Yes  No

How much income is anticipated? \$ 430.00 how much expense is anticipated? \$ 614.00

How will profit be used? Profit to place in 6th grade account to help with cost of scicon

Fundraiser Contact Person: Leecia Roche

Phone Number: \_\_\_\_\_

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

Approved by: [Signature]  
Principal/Superintendent: \_\_\_\_\_

Business Manager/ASB Administrator: [Signature]

Reason for disapproval, if applicable: \_\_\_\_\_

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



Tipton Elementary School District

Name of Club: 6<sup>th</sup> Grade

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 9/11/17 Submitted by: Laura Landeros

Lecia Rocha  
Gina Manfredi

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Great American (catalogue)

Location of activity: Tipton Elementary

Facilities needed: \_\_\_\_\_

Items to be sold: catalogue sale

Date of activity: 9/11/17 to 9/25/17

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

Item/Ticket selling price: \$ various

Cash Box required?  Yes  No

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

ASB purchase order required? Yes  No

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

How will profit be used? SCICON expenses

Fundraiser Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Approved by: [Signature]  
Principal/Superintendent: \_\_\_\_\_

Business Manager/ASB Administrator: [Signature]

Reason for disapproval, if applicable: \_\_\_\_\_

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

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

### **4.1 Setting Date for Annual Organizational Meeting**

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

September 29, 2017

To: District Superintendents

From:  Jim Vidak, County Superintendent of Schools

SUBJECT: **SETTING DATE FOR ANNUAL ORGANIZATIONAL MEETING  
BETWEEN DECEMBER 1 AND DECEMBER 15, 2017  
[ED. CODE §35143]**

At its regular November meeting, the governing board should set the date for its annual organizational meeting, to be held this year between December 1 and December 15, 2017.

Pursuant to Education Code §35143, the organizational meeting **MUST** be held in the 15-day period beginning on the **first Friday in December**, the beginning of the term for newly elected board members and the end of term for departing board members.

At the organizational meeting a regular schedule of meetings for the coming year is adopted; new officers are elected for the following calendar year; and, if this is an election year for your district, new board members are sworn in pursuant to Education Code §5017 and 5328. Certificates and oaths of office will be provided for this purpose by this office.

Section 35143 also requires districts to notify all board members and members-elect in writing, at least 15 days prior to the meeting, of the date and time of the annual meeting, and also to notify the county superintendent. The attached form is provided for your convenience in meeting these requirements. **Please send the form to my office, attn: Shelly DiCenzo, immediately following the November meeting.** The form may also be used to notify board members and members-elect in writing.

JV/sd

Attachment: Notification of Annual Organizational Meeting

**NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING**

TO: (1) Tulare County Superintendent of Schools, Attention: Shelly DiCenzo  
(2) Governing Board Members

RE: Notification of date and time of the Annual Organizational Meeting  
Education Code §35143

At a regular meeting of the governing board held on November 7, 2017, this board determined that the annual organizational meeting will take place as follows:

**Annual Organizational Meeting of the Tipton Elementary School District**

Date: December 5, 2017

Time: 7:00  a.m.  p.m.

Location *(Include location/site name, room # and address)*

Tipton Elementary School

Board Room

370 N. Evans Road Tipton, CA 93272

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

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



**MANGINI**

ARCHITECTURE  
INGENUITY

McLAIN BARENG MORRELLI

**MANGINI ASSOCIATES INC.**  
4320 West Mineral King Avenue  
Visalia, California 93291

**www.mangini.us**  
(559) 627-0530 *Office*  
(559) 627-1926 *Fax*

**CHANGE ORDER**

**NO. 04**

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

**DATE:** October 2, 2017  
**CO NO.:** Four  
**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** **\$10,941.66**

**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 .....	\$	25,095.11
The Contract Sum prior to this Change Order was .....	\$	5,904,040.18
The Contract Sum will be changed by this Change Order .....	\$	10,941.66
The new Contract Sum including this Change Order will be .....	\$	5,914,981.84

The Contract Time will be **unchanged** **ZERO** ( 0 ) days.  
The Date of Completion as of the date of this Change Order therefore is **October 28, 2017**

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

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

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

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

**Owner:** \_\_\_\_\_  
Anthony Hernandez, Superintendent  
Tipton Elementary School District

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

**CHANGE ORDER NO. 3  
NEW MULTI-PURPOSE AT TIPTON ELEMENTARY SCHOOL****EXHIBIT "A"****Description of Work**

<b><u>Item No. 1:</u></b>	<b>BL #28:</b> Revise the wheelchair lift area. Add a pony wall and clarify door swings. <b>Reason:</b> Architect Omission.	ADD	\$1,188.29
<b><u>Item No. 2:</u></b>	<b>BL #33:</b> Provide cages at fire sprinklers in the Multi-Use Room for protection from ball damage. <b>Reason:</b> Owner Allowance.	ADD	\$890.28
<b><u>Item No. 3:</u></b>	<b>BL #39:</b> Per RFI 70, add height to Tectum in Room 809 to bottom of the steel purlins. <b>Reason:</b> Plan Omission.	ADD	\$2,424.41
<b><u>Item No. 4:</u></b>	<b>BL #40:</b> Per RFI 52, relocate the existing underground solar piping that conflicted with new vault. <b>Reason:</b> Unforeseen condition.	ADD	\$4,151.28
<b><u>Item No. 5:</u></b>	<b>BL #43:</b> Revise the exterior lighting at Doors 801 and 802. Plans indicated wall mount but needed to be changed to ceiling mount. <b>Reason:</b> Recognition of Error.	ADD	\$827.92
<b><u>Item No. 6:</u></b>	<b>BL#44:</b> August/September SWPPP Inspections. <b>Reason:</b> Owner Allowance.	ADD	\$1,459.48
<b>TOTAL THIS CHANGE ORDER</b>			<b>\$10,941.66</b>

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

### **5.1 Vendor Payments**

**Tulare County Office of Education**  
Board Meeting November 7, 2017

10/31/2017

## APY LIST

\*\* FINAL \*\*

Vendor No	Vendor Name	Reference Number	Payment Date	PO #	Invoice No	Account Code	Amount
13971	ALMEIDA, VIRGINIA	180498	10/20/2017 12:00:00 AM		STC AUG HV REIMB	010-90336-0-11100-10000-5	\$36.92
13971	ALMEIDA, VIRGINIA	180499	10/20/2017 12:00:00 AM		STC SEPT HV REIMB	010-90336-0-11100-10000-5	\$32.10
13971	ALMEIDA, VIRGINIA	180548	10/20/2017 12:00:00 AM		STC SUPPLY REIMB	010-90336-0-11100-10000-4	\$6.87
13971	ALMEIDA, VIRGINIA	180549	10/20/2017 12:00:00 AM		STC SUPPLY REIMB	010-90336-0-11100-10000-4	\$14.78
13036	AMERICAN FIDELITY	180495	10/30/2017 12:00:00 AM		LTD OCTOBER 2017	010-00000-0-00000-00000-9	\$370.68
13036	AMERICAN FIDELITY	180446	9/30/2017 12:00:00 AM		LTD SEPTEMBER 2017	010-00000-0-00000-00000-9	\$370.68
3676	American Incorporated	180399	9/21/2017 12:00:00 AM		7070925	010-81500-0-00000-81000-5	\$231.66
3676	American Incorporated	180458	9/30/2017 12:00:00 AM		5319732	010-62300-0-00000-85000-6	\$7,739.00
12788	ARAMARK UNIFORM SERVICES INC	180496	10/12/2017 12:00:00 AM		601529524	010-00000-0-00000-81000-5	\$239.38
12788	ARAMARK UNIFORM SERVICES INC	180497	10/19/2017 12:00:00 AM		601537011	010-00000-0-00000-81000-5	\$192.86
12788	ARAMARK UNIFORM SERVICES INC	180400	9/28/2017 12:00:00 AM		601514873	010-00000-0-00000-81000-5	\$185.52
13412	ARAMARK UNIFORM SERVICES INC	180459	10/5/2017 12:00:00 AM		601522472	010-00000-0-00000-81000-5	\$188.32
14101	B&B PEST CONTROL SERVICE	180401	9/28/2017 12:00:00 AM		09-TIP-17	010-00000-0-00000-81000-5	\$210.00
14072	BAKER DISTRIBUTING CO.	180500	9/19/2017 12:00:00 AM		U214727	010-81500-0-00000-81000-4	\$55.18
14072	BAKER DISTRIBUTING CO.	180501	9/28/2017 12:00:00 AM		U286889	010-81500-0-00000-81000-4	\$65.84
13279	BERNANDETTE LVA	180409	10/4/2017 12:00:00 AM		ASES REIMB	010-60100-0-11100-10000-4	\$135.85
13286	BETTENCOURT, STACEY	180559	10/25/2017 12:00:00 AM		TRAVEL-MILEAGE REIMB	010-00000-0-11100-10000-5	\$232.19
12360	BOARD OF EQUALIZATION	180484	9/30/2017 12:00:00 AM		57-415488	010-07230-0-00000-36000-5	\$6.95
13619	CDW GOVERNMENT, INC.	180504	10/13/2017 12:00:00 AM		KMH1806	010-07200-0-11100-10000-4	\$1,090.74
13619	CDW GOVERNMENT, INC.	180505	10/13/2017 12:00:00 AM		KMG9031	010-07200-0-11100-10000-4	\$71.28
13619	CDW GOVERNMENT, INC.	180506	10/13/2017 12:00:00 AM		KMH0677	010-07200-0-11100-10000-4	\$68.22
13619	CDW GOVERNMENT, INC.	180461	10/6/2017 12:00:00 AM		KKT7874	010-07200-0-11100-10000-4	\$649.27
13619	CDW GOVERNMENT, INC.	180462	10/3/2017 12:00:00 AM		KJZ7024	010-07200-0-11100-10000-4	\$649.27
13619	CDW GOVERNMENT, INC.	180463	10/4/2017 12:00:00 AM		KKC4247	010-07200-0-11100-10000-4	\$56.25
13619	CDW GOVERNMENT, INC.	180464	10/3/2017 12:00:00 AM		KJW1144	010-07200-0-11100-10000-4	\$19.71
14245	CENTRAL VALLEY REFRIGERATION	180402	8/23/2017 12:00:00 AM		15065	010-00000-0-00000-81000-5	\$137.00
14245	CENTRAL VALLEY REFRIGERATION	180403	9/11/2017 12:00:00 AM		15468	010-00000-0-00000-81000-5	\$197.16
14292	Clor Sol., Inc	180491	9/12/2017 12:00:00 AM		1014	010-00000-0-00000-81000-5	\$1,718.60
12602	COLSON AUTO PARTS	180502	10/17/2017 12:00:00 AM		882037	010-07230-0-00000-36000-4	\$70.55
11630	CONNIE SAFETY PRODUCTS	180553	10/13/2017 12:00:00 AM		5429158	010-00000-0-11100-10000-4	\$631.37
11630	CONNIE SAFETY PRODUCTS	180554	10/13/2017 12:00:00 AM		5429158	010-00000-0-11100-10000-4	\$393.55
13459	DELL MARKETING L.P.	180550	10/7/2017 12:00:00 AM		10195286105	010-00000-0-00000-72000-4	\$211.25
13459	DELL MARKETING L.P.	180551	10/12/2017 12:00:00 AM		10196267910	010-07200-0-11100-10000-4	\$623.66
13459	DELL MARKETING L.P.	180552	10/12/2017 12:00:00 AM		10196267910	010-07200-0-11100-10000-4	\$178.19
13181	DEMCO	180507	10/18/2017 12:00:00 AM		6235136	010-07200-0-11100-24203-4	\$734.00
13219	DEPARTMENT OF JUSTICE	180481	10/4/2017 12:00:00 AM		259749	010-00000-0-00000-72000-5	\$85.14
13219	DEPARTMENT OF JUSTICE	180482	10/3/2017 12:00:00 AM		259749	010-00000-0-00000-72000-5	\$27.86
14153	Diamond Technologies Inc	180404	8/31/2017 12:00:00 AM		20117	010-07200-0-11100-10000-5	\$87.50

5481 EMPLOYMENT DEVELOPMENT DEPT.	180489	9/30/2017	12:00:00 AM	94238433	010-00000-0-00000-00000-9	\$421.75
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-07200-0-11316-10000-4	\$800.71
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-00000-0-00000-72000-4	\$364.53
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-07200-0-11316-10000-4	\$141.45
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-00000-0-00000-37000-4	\$134.63
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-00000-0-00000-72000-5	\$49.00
13831 F & M BANK VISA	180493	10/2/2017	12:00:00 AM	4330-8110-4000-78777	010-00000-0-00000-72000-5	\$33.70
13831 F&M BANK VISA	180487	10/2/2017	12:00:00 AM	4330-8110-4000-7885	010-00000-0-00000-72000-5	\$16.98
11961 GIOTTOS ALARM TECH	180406	9/29/2017	12:00:00 AM	4330-8110-4000-8230	010-07200-0-00000-24950-4	\$271.66
12996 GOPHER SPORT	180557	10/20/2017	12:00:00 AM	116489	010-81500-0-00000-81000-5	\$82.62
13471 INDEPENDENT SALES	180408	9/24/2017	12:00:00 AM	9385785	010-60100-0-11100-10000-4	\$225.66
13471 INDEPENDENT SALES	180442	9/24/2017	12:00:00 AM	12946	010-81500-0-00000-81000-4	\$322.75
13957 INFINITY COMM. & CONSUL., INC.	180562	10/16/2017	12:00:00 AM	12946	010-81500-0-00000-81000-4	\$30.92
14117 INGRAM BAND SUPPLY, LLC	180468	9/8/2017	12:00:00 AM	7095	010-00000-0-00000-71000-5	\$6,500.00
14117 INGRAM BAND SUPPLY, LLC	180469	9/6/2017	12:00:00 AM	4578	010-00000-0-00000-71000-5	\$261.42
14244 J & E DIESEL	180513	10/19/2017	12:00:00 AM	4567	010-07200-0-11330-10000-4	\$2,164.64
14244 J & E DIESEL	180514	10/19/2017	12:00:00 AM	INV0173	010-07230-0-00000-36000-5	\$168.94
11950 LAWRENCE TRACTOR CO, INC	180471	9/20/2017	12:00:00 AM	INV0172	010-07230-0-00000-36000-5	\$444.39
14192 LEVEL 3	180470	10/1/2017	12:00:00 AM	246538	010-07230-0-00000-36000-5	\$5,619.80
13961 LOWE'S	180477	9/19/2017	12:00:00 AM	61335798	010-90100-0-00000-82000-5	\$5,100.95
13961 LOWE'S	180478	9/19/2017	12:00:00 AM	907375	010-81500-0-00000-81000-4	\$26.71
12270 LOZANO SMITH	180560	10/10/2017	12:00:00 AM	908637	010-81500-0-00000-81000-4	\$292.99
12270 LOZANO SMITH	180561	10/20/2017	12:00:00 AM	2035809	010-00000-0-00000-71000-5	\$271.42
13882 MOBILE MODULAR MGT. CORP.	180436	9/26/2017	12:00:00 AM	2037224	010-00000-0-00000-71000-5	\$440.00
13882 MOBILE MODULAR MGT. CORP.	180437	9/26/2017	12:00:00 AM	1435650	010-00000-0-00000-81000-5	\$509.00
13882 MOBILE MODULAR MGT. CORP.	180438	9/26/2017	12:00:00 AM	1435471	010-00000-0-00000-81000-5	\$509.00
12836 OFFICE DEPOT, INC.	180542	10/12/2017	12:00:00 AM	1435710	010-00000-0-00000-81000-5	\$509.00
12836 OFFICE DEPOT, INC.	180545	10/6/2017	12:00:00 AM	MULTI INV	010-30100-0-11100-10000-4	\$263.45
12836 OFFICE DEPOT, INC.	180546	10/6/2017	12:00:00 AM	MULTI INV	010-60100-0-11100-10000-4	\$24.51
12836 OFFICE DEPOT, INC.	180547	10/25/2017	12:00:00 AM	MULTI INV	010-60100-0-11100-10000-4	\$48.21
12836 OFFICE DEPOT, INC.	180450	10/5/2017	12:00:00 AM	MULTI INV	010-11000-0-11100-10000-4	\$359.62
12836 OFFICE DEPOT, INC.	180472	9/27/2017	12:00:00 AM	MULTI INV	010-11000-0-11100-10000-4	\$236.35
12836 OFFICE DEPOT, INC.	180473	9/27/2017	12:00:00 AM	MULTI INV	010-00000-0-00000-72000-4	\$220.23
12836 OFFICE DEPOT, INC.	180490	10/12/2017	12:00:00 AM	MULTI INV	010-00000-0-00000-72000-4	\$3.73
13562 ORIENTAL TRADING CO.	180411	9/21/2017	12:00:00 AM	MULTI INV	010-11000-0-11100-10000-4	\$359.95
14273 PITNEY BOWES	180474	9/20/2017	12:00:00 AM	685618180-01	010-07200-0-11100-24203-4	\$53.98
14273 PITNEY BOWES	180475	9/20/2017	12:00:00 AM	1005294435	010-00000-0-00000-72000-4	\$114.45
14079 PORTERVILLE DOOR & TRIM	180410	9/27/2017	12:00:00 AM	1005294436	010-00000-0-00000-72000-4	\$39.86
13633 POSITIVE PROMOTIONS	180440	9/28/2017	12:00:00 AM	30561	010-81500-0-00000-81000-4	\$469.03
13633 POSITIVE PROMOTIONS	180441	10/4/2017	12:00:00 AM	5860784	010-07200-0-11100-10000-4	\$49.95
14231 PSW	180443	6/1/2017	12:00:00 AM	MONTHLY PLANNERS	010-00000-0-00000-72000-4	\$154.95
14179 PURCHASE POWER	180516	10/13/2017	12:00:00 AM	84772-202	010-00000-0-11100-10000-4	\$226.79
14109 RENAISSANCE LEARNING INC.	180412	9/28/2017	12:00:00 AM	8000-9090-0896-7114	010-00000-0-00000-72000-5	\$301.50
				INV4363318	010-62640-0-11100-24900-5	\$300.00

13625 RICHMOND, STACY	180483	10/11/2017 12:00:00 AM	LOTTERY REIMB	010-11000-0-11100-10000-4	\$100.00
14300 SAN JOAQUIN REGION FFA	180563	10/25/2017 12:00:00 AM	SAN JOAQUIN REGION	010-07200-0-11100-10000-5	\$300.00
12434 SCHOLASTIC INC	180519	10/18/2017 12:00:00 AM	15869201	010-07200-0-11100-10000-4	\$476.81
14111 SISC	180454	10/30/2017 12:00:00 AM	OCT HW 2017	010-00000-0-00000-00000-9	\$61,978.87
14111 SISC	180455	10/30/2017 12:00:00 AM	OCT HW 2017	010-00000-0-00000-71000-3	\$6,927.40
14111 SISC	180456	10/30/2017 12:00:00 AM	OCT HW 2017	010-00000-0-00000-00000-9	\$4,612.20
14111 SISC	180457	10/5/2017 12:00:00 AM	SISC FEES	010-00000-0-00000-72000-5	\$1,548.80
5383 SOUTHERN CALIF EDISON CO	180555	10/20/2017 12:00:00 AM	2-01-784-2667	010-99900-0-00000-81000-5	\$573.17
5383 SOUTHERN CALIF EDISON CO	180556	10/19/2017 12:00:00 AM	2-01-784-2345	010-99900-0-00000-81000-5	\$13,804.03
13902 SOUTHWEST SCH. & OFFICE SUPPLY	180520	9/29/2017 12:00:00 AM	PININVO336051	010-00000-0-11100-10000-4	\$236.53
13902 SOUTHWEST SCH. & OFFICE SUPPLY	180521	10/11/2017 12:00:00 AM	PINVO0340761	010-00000-0-11100-10000-4	\$1,284.38
14212 SPRGEO INC	180492	10/4/2017 12:00:00 AM	1537	010-07200-0-11100-10000-5	\$395.00
14197 Stanton Office Machine Company	180413	9/26/2017 12:00:00 AM	INV44207	010-00000-0-11100-10000-4	\$624.06
14197 Stanton Office Machine Company	180414	9/26/2017 12:00:00 AM	INV44204	010-00000-0-11100-10000-4	\$267.83
14197 Stanton Office Machine Company	180415	9/26/2017 12:00:00 AM	INV44205	010-00000-0-00000-72000-4	\$99.50
14197 Stanton Office Machine Company	180416	9/26/2017 12:00:00 AM	INV44206	010-00000-0-11100-10000-4	\$69.00
13267 Supplyworks	180522	10/11/2017 12:00:00 AM	415853951	010-81500-0-00000-81000-4	\$30.35
13267 Supplyworks	180523	10/12/2017 12:00:00 AM	416149490	010-81500-0-00000-81000-4	\$14.52
13267 Supplyworks	180524	10/12/2017 12:00:00 AM	416149508	010-81500-0-00000-81000-4	\$1.61
13267 Supplyworks	180525	10/12/2017 12:00:00 AM	416149516	010-81500-0-00000-81000-4	\$12.90
13267 Supplyworks	180526	10/12/2017 12:00:00 AM	416149524	010-81500-0-00000-81000-4	\$56.81
13267 Supplyworks	180527	10/12/2017 12:00:00 AM	416149532	010-81500-0-00000-81000-4	\$112.97
13267 Supplyworks	180528	10/12/2017 12:00:00 AM	416149540	010-81500-0-00000-81000-4	\$505.18
13267 Supplyworks	180529	10/13/2017 12:00:00 AM	416296911	010-81500-0-00000-81000-4	\$21.63
13267 Supplyworks	180530	10/13/2017 12:00:00 AM	416296929	010-81500-0-00000-81000-4	\$3.23
13267 Supplyworks	180531	10/16/2017 12:00:00 AM	416432367	010-81500-0-00000-81000-4	\$4.55
13267 Supplyworks	180532	10/17/2017 12:00:00 AM	416448744	010-81500-0-00000-81000-4	\$683.11
13267 Supplyworks	180417	9/20/2017 12:00:00 AM	413725680	010-81500-0-00000-81000-4	\$16.02
13267 Supplyworks	180418	9/22/2017 12:00:00 AM	414034579	010-81500-0-00000-81000-4	\$152.61
13267 Supplyworks	180419	9/22/2017 12:00:00 AM	414034587	010-81500-0-00000-81000-4	\$126.30
13267 Supplyworks	180420	9/25/2017 12:00:00 AM	414170266	010-81500-0-00000-81000-4	\$101.67
13267 Supplyworks	180421	9/26/2017 12:00:00 AM	414188565	010-81500-0-00000-81000-4	\$633.25
13130 SYSO FOOD SERVICES	180534	10/10/2017 12:00:00 AM	184343314	010-07200-0-00000-24950-4	\$288.72
13828 THE DIESEL DOCTOR	180429	9/27/2017 12:00:00 AM	PT092717-11	010-07230-0-00000-36000-4	\$456.59
5388 THE GAS COMPANY	180539	10/16/2017 12:00:00 AM	108-416-9100-8	010-00000-0-00000-81000-5	\$264.45
12264 TIPTON AUTO PARTS	180423	8/31/2017 12:00:00 AM	6890	010-00000-0-00000-81000-4	\$103.18
12264 TIPTON AUTO PARTS	180424	9/1/2017 12:00:00 AM	6958	010-00000-0-00000-81000-4	\$94.07
12264 TIPTON AUTO PARTS	180425	9/7/2017 12:00:00 AM	7129	010-00000-0-00000-81000-4	\$2.23
12264 TIPTON AUTO PARTS	180426	9/11/2017 12:00:00 AM	7267	010-00000-0-00000-81000-4	\$19.36
12264 TIPTON AUTO PARTS	180427	9/20/2017 12:00:00 AM	1140	010-00000-0-00000-81000-4	\$6.45
12264 TIPTON AUTO PARTS	180428	9/25/2017 12:00:00 AM	1336	010-00000-0-00000-81000-4	\$14.58
5760 TIPTON COMMUNITY SERVICES DIST	180422	9/30/2017 12:00:00 AM	SEPT 100-400-02	010-00000-0-00000-81000-5	\$570.18
5763 TIPTON SCH REV CASH FUND	180486	10/5/2017 12:00:00 AM	POSTAGE	010-00000-0-11100-10000-5	\$7.29
13463 TULARE COUNTY OFFICE OF EDUCAT	180537	10/3/2017 12:00:00 AM	180593	010-62640-0-11100-21300-5	\$195.00

13463	TULARE COUNTY OFFICE OF EDUCAT	180538	10/3/2017	12:00:00 AM	180599	010-62640-0-11100-21300-5	\$195.00
13463	TULARE COUNTY OFFICE OF EDUCAT	180558	10/25/2017	12:00:00 AM	2017 FALL INSTITUTE	010-00000-0-00000-72000-5	\$120.00
14299	TULARE FFA	180485	10/6/2017	12:00:00 AM	CTE GRANT FFA SHIRTS	010-00000-0-11100-10000-4	\$825.00
12324	TULE TRASH COMPANY	180430	9/27/2017	12:00:00 AM	SEPT- ACCT-2677	010-00000-0-00000-81000-5	\$1,006.80
12906	VALLEY IND MEDICAL GROUP	180541	10/16/2017	12:00:00 AM	333959	010-07230-0-00000-36000-5	\$100.00
13496	VALLEY PACIFIC PET. SERV., INC	180540	10/12/2017	12:00:00 AM	INV-535602	010-07230-0-00000-36000-4	\$559.89
13496	VALLEY PACIFIC PET. SERV., INC	180434	9/28/2017	12:00:00 AM	INV-532057	010-07230-0-00000-36000-4	\$914.56
13333	VERIZON WIRELESS	180435	9/19/2017	12:00:00 AM	9793054735	010-00000-0-00000-81000-5	\$556.07

**General Fund Total Expenditures Up To October 27, 2017**

\$149,030.24

13412	AUTO-CHLOR SYS. OF FRESNO, INC	180460	10/3/2017	12:00:00 AM	281914	130-53100-0-00000-37000-5	\$102.09
14297	CSNA	180444	10/5/2017	12:00:00 AM	CSNA CONF. REG. FEE	130-53100-0-00000-37000-5	\$255.00
14246	FRESNO PRODUCE INC	180508	10/12/2017	12:00:00 AM	869785	130-53100-0-00000-37000-4	\$337.00
14246	FRESNO PRODUCE INC	180509	10/17/2017	12:00:00 AM	870405	130-53100-0-00000-37000-4	\$207.55
14246	FRESNO PRODUCE INC	180405	10/2/2017	12:00:00 AM	868729	130-53100-0-00000-37000-4	\$182.60
14246	FRESNO PRODUCE INC	18465	10/5/2017	12:00:00 AM	869087	130-53100-0-00000-37000-4	\$36.00
14246	FRESNO PRODUCE INC	18466	10/9/2017	12:00:00 AM	869491	130-53100-0-00000-37000-4	\$108.00
14246	FRESNO PRODUCE INC	18467	10/9/2017	12:00:00 AM	469490	130-53100-0-00000-37000-4	\$210.42
12921	GOLD STAR FOODS INC.	180510	10/12/2017	12:00:00 AM	2178288	130-53100-0-00000-37000-4	\$687.98
12921	GOLD STAR FOODS INC.	180511	10/12/2017	12:00:00 AM	2168971	130-53100-0-00000-37000-4	\$2,825.68
12921	GOLD STAR FOODS INC.	180512	10/13/2017	12:00:00 AM	2187720	130-53100-0-00000-37000-4	\$10.00
12921	GOLD STAR FOODS INC.	180407	9/22/2017	12:00:00 AM	2159938	130-53100-0-00000-37000-4	\$10.00
14287	P & R Paper Supply Company, In	180518	10/18/2017	12:00:00 AM	10449016-00	130-53100-0-00000-37000-4	\$1,359.92
13191	PRODUCERS	180517	10/14/2017	12:00:00 AM	20963882	130-53100-0-00000-37000-4	\$1,074.44
13191	PRODUCERS	180445	9/30/2017	12:00:00 AM	20958014	130-53100-0-00000-37000-4	\$848.51
13191	PRODUCERS	180476	10/7/2016	12:00:00 AM	20960700	130-53100-0-00000-37000-4	\$930.56
13130	SYSCO FOOD SERVICES	180535	10/18/2017	12:00:00 AM	184356273	130-53100-0-00000-37000-4	\$932.14
13130	SYSCO FOOD SERVICES	180536	10/10/2017	12:00:00 AM	184343313	130-53100-0-00000-37000-4	\$2,066.82
13130	SYSCO FOOD SERVICES	180533	10/18/2017	12:00:00 AM	184352673	130-53100-0-00000-37000-4	\$932.14
12324	TULE TRASH COMPANY	180431	9/27/2017	12:00:00 AM	SEPT- ACCT-4585	130-53100-0-00000-81000-5	\$717.00
12650	VALLEY FOOD SERVICE	180432	10/2/2017	12:00:00 AM	342389	130-53100-0-00000-37000-4	\$472.86
12498	VISALIA TIMES-DELTA	180433	9/24/2017	12:00:00 AM	1740001	130-53100-0-00000-37000-5	\$540.00

**Cafeteria Fund Total Expenditures Up To October 27, 2017**

\$14,846.71

13847	CTL-SEES, INC.	180447	9/7/2017	12:00:00 AM	11478	350-77110-0-00000-85000-6	\$1,590.00
13847	CTL-SEES, INC.	180448	9/7/2017	12:00:00 AM	11479	350-77110-0-00000-85000-6	\$750.00
13847	CTL-SEES, INC.	180452	9/18/2017	12:00:00 AM	11535	350-77110-0-00000-85000-6	\$21,726.00
13847	CTL-SEES, INC.	180453	9/18/2017	12:00:00 AM	11536	350-77110-0-00000-85000-6	\$580.00
14248	LUKE ANTHONY SMITH	180515	10/16/2017	12:00:00 AM	132	350-77110-0-00000-85000-6	\$2,581.88
13607	MANGINI ASSOCIATES, INC.	180439	9/30/2017	12:00:00 AM	8842	350-77110-0-00000-85000-6	\$4,162.30
14266	ORAL E. MICHAM INC	180479	9/29/2017	12:00:00 AM	LEASE #10 OCT 2017	210-99900-0-00000-85000-6	\$351,829.17
14266	ORAL E. MICHAM INC	180480	9/29/2017	12:00:00 AM	LEASE #10 OCT 2017	350-77110-0-00000-85000-6	\$15,604.90

**Building Fund Total Expenditures Up To October 27, 2017**

\$398,824.25

TOTAL ACCOUNTS PAYABLE \$ 562,701.20

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

### **5.2 Budget Revisions**



**Budget Revision Report**

Bdg Revision Final

Control Number: 103154451

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 0100 General Fund Expenditures</b>			
010-07200-0-00000-24950-43000-0	\$2,000.00	\$2,000.00	\$4,000.00
010-30100-0-11100-10000-43000-0	\$0.00	\$1,000.00	\$1,000.00
<b>Books and Supplies</b>	\$2,000.00	\$3,000.00	\$5,000.00
010-07200-0-00000-24950-58000-0	\$3,000.00	(\$2,000.00)	\$1,000.00
010-30100-0-11100-10000-58000-0	\$20,010.00	(\$1,000.00)	\$19,010.00
<b>Services, Other Operating Expenses</b>	\$23,010.00	(\$3,000.00)	\$20,010.00
<b>Total Expenditures</b>	\$25,010.00	\$0.00	\$25,010.00

**Budgeted Unappropriated Fund Balance before this adjustment:**

**\$2,455,423.03**

**Total Adjustment to Unappropriated Fund Balance:**

**\$0.00**

**Budgeted Unappropriated Fund Balance after this adjustment:**

**\$2,455,423.03**

**Budget Revision Report**

Control Number: 103154451

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 1300 Cafeteria Special Revenue Fund Revenues</b>			
130-53800-0-00000-00000-85200-0	\$0.00	\$13,141.80	\$13,141.80
<b>Other State Revenues</b>	\$0.00	\$13,141.80	\$13,141.80
<b>Total Revenues</b>	\$0.00	\$13,141.80	\$13,141.80
<b>Expenditures</b>			
130-53100-0-00000-37000-43000-0	\$5,000.00	\$5,000.00	\$10,000.00
130-53800-0-00000-37000-44000-0	\$0.00	\$13,141.80	\$13,141.80
<b>Books and Supplies</b>	\$5,000.00	\$18,141.80	\$23,141.80
130-53100-0-00000-37000-53000-0	\$0.00	\$15.00	\$15.00
<b>Services, Other Operating Expenses</b>	\$0.00	\$15.00	\$15.00
<b>Total Expenditures</b>	\$5,000.00	\$18,156.80	\$23,156.80
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>		<b>\$181,083.22</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>		<b>(\$5,015.00)</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>		<b>\$176,068.22</b>	

# Budget Revision Report

Control Number: 103154451

Account Classification	Approved / Revised	Change Amount	Proposed Budget
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At a meeting of the school board on \_\_\_\_\_, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

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

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

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

Multi-Purpose Building

Update Progress Meeting Notes #22

Update Progress Meeting Notes #23

Update Progress Meeting Notes #24

Update Progress Meeting Notes #25

# PROGRESS MEETING NO. 22

Issue Date: October 4, 2017

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

**MEETING DATE:** October 2, 2017  
**MAI PROJECT NO.:** 1473  
**OWNER'S REPRESENTATIVE:** Luke Smith  
**PROJECT INSPECTOR:** Tom Hirst

**Attendees:**

Luke Smith (LS)

~~Fausto Martin (FM), Anthony Hernandez (AH)~~~~Jerry Riggins (JR), Steve Tindle (ST)~~

Kirk Purcaro (KP)

Ryan Morrelli (RM)

Tom Hirst (TH)

**Weather**

Clear       Snow       Cool  
 Overcast       Foggy       Warm  
 Rain       Cold       Hot

**Site Conditions**

Clear       Dusty  
 Muddy

**Day**

Monday       Thursday  
 Tuesday       Friday  
 Wednesday

**Field Observations:**

1. Stud/soffit framing is ongoing at the stage area.
2. HVAC, plumbing, fire sprinkler and electrical rough in is ongoing.
3. Single ply roofing is near complete on the high roof.

**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: December 15, 2017
  - e. Approved Time Extended Completion Date: October 28, 2017
  - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
  - a. Original Contract Sum: \$5,878,945.07
  - b. Approved Change Orders: \$13,044.00
  - c. Revised Contract Sum: \$5,897,133.07

**B. Progress and Schedule:**

1. **Schedule Conformance:** Update provided 8.28.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

**C. Materials and Equipment:**

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

**D. Requests for Information:**

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

**E. Changes:**

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

**F. Testing and Inspections:**

1. **Testing in Progress:** Normal inspections on-going. Top out plumbing is tested. Fire sprinkler and gas bracing remains to be tested.
2. **Nonconforming Work or Materials:** None.

**G. DSA Inspection:**

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17.
2. **Corrections Needed:** None.
3. **Inspection Card Updates:** Card 1 section 1 complete.

**H. Progress Payments:**

1. **Percentage of Completion:** 60%

**I. School District Items:**

1. None.

**J. Discussion Items:**

Item No.	Action By	Description
20-1	RM	<del>RM to check into the lighting above the South exit doors. They are specified as wall packs, but there is no wall space. Will look at changing them to can lights.</del> 9.25.17 – See Bulletin 43.
20-2	RM	RM will check on where the SD's in Bulletin 42 are to be installed; at the roof deck or on bottom of steel purlins and if we can eliminate the SD's in favor of smoke beam style detectors. Will submit CCD 42 to DSA for review once these questions have been addressed. 9.25.17 – RM will be revising Bulletin 42 to utilize beam smoke detectors.

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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.

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**MANGINI ASSOCIATES INC.**

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

## Submittal Report - All

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

Prepared On: 9/29/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
	01 7425	Construction Waste Management and Controls	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	09 6110	Moisture Control Treatment for Flooring	Expected			
	10 2610	Wall and Corner Protection	Expected			
	11 6820	Exterior Court Athletic Equipment	Expected			
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
39.3	22 0000	Plumbing	Expected			
38.3	22 0000	Plumbing - Site	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	27 4030	Audio Visual System-Conference Center	Expected			
	32 3120	Custom Metal Gates	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017 8:00:00 AM	Responded and Closed - Reviewed	1/24/2017 8:00:00 AM
44	01 2910	Payment Procedures	Closed	1/30/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/30/2017 8:00:00 AM
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
46	03 3000	Exterior Rebar	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
43	03 3000	Rebar Slab	Closed	1/26/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/31/2017 8:00:00 AM
42	03 3000	Rebar Foundation	Closed	1/26/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/31/2017 8:00:00 AM
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/9/2017 8:00:00 AM
12	03 3000	Concrete Vapor Barrier	Closed	12/20/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/20/2016 8:00:00 AM
10	03 3000	Concrete Slip Dowel System	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
8	03 3000	Concrete Curing Material	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/31/2017 7:00:00 AM
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/13/2017 8:00:00 AM
31	04 2900	Reinforced Unit Masonry	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/5/2017 8:00:00 AM
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/16/2017 7:00:00 AM
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/25/2017 7:00:00 AM
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/13/2017 7:00:00 AM
53	05 1200	Structural Steel Framing	Closed	2/15/2017 8:00:00 AM	Review Response - Make Corrections Noted	3/8/2017 8:00:00 AM
60.1	05 3000	Metal Decking	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/6/2017 8:00:00 AM
60	05 3000	Metal Decking	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/22/2017 8:00:00 AM
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	7/14/2017 7:00:00 AM
17	06 4000	Architectural Woodwork Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	12/22/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
7	06 4000	Architectural Woodwork	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/16/2016 8:00:00 AM
65	07 2100	Blanket Insulation	Closed	3/10/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/13/2017 7:00:00 AM
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
75R	07 3110	Asphalt Shingles	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/15/2017 7:00:00 AM
75	07 3110	Asphalt Shingles	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/28/2017 7:00:00 AM
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/28/2017 7:00:00 AM
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/29/2017 7:00:00 AM

15	07 7200	Roof Accessories	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
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
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
28	09 2400	Cement Plaster	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
29	09 2900	Gypsum Board	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
30	09 3000	Tile Samples	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
25	09 3000	Tile	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/30/2016 8:00:00 AM
21	09 5100	Acoustical Ceiling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
3	09 5100	Acoustical Ceilings	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
68	09 6500	Resilient Flooring	Closed	3/23/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	3/27/2017 7:00:00 AM
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/7/2017 7:00:00 AM
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Make Corrections Noted	3/20/2017 7:00:00 AM
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
5	09 7730	Fiberglass Reinforced Paneling	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
63	09 9100	Painting	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/8/2017 8:00:00 AM
55	10 1400	Signage Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	7/31/2017 7:00:00 AM
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	8/10/2017 7:00:00 AM
1	10 1400	Signage and Plaque	Closed	12/15/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	7/31/2017 7:00:00 AM
1R2	10 1410	Plaque	Closed	8/22/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	8/22/2017 7:00:00 AM
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/23/2017 8:00:00 AM
37	10 2240	Folding Panel Partitions	Closed	1/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	1/18/2017 4:00:00 PM
23	10 2810	Toilet Accessories	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
13	10 4400	Fire Protection Specialties	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
27	11 4000	Food Service Equipment	Closed	12/29/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	1/5/2017 4:00:00 PM
16	11 5210	Projection Screens	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
26	11 6140	Stage Curtains	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/24/2017 8:00:00 AM
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
57	11 6620	Gymnasium Equipment	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/24/2017 8:00:00 AM
52	11 6640	Interior Scoreboards	Closed	2/10/2017 4:00:00 PM	Responded and Closed - Make Corrections Noted	4/24/2017 7:00:00 AM
77	12 5625	Built-In Folding Tables	Closed	3/29/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/6/2017 8:00:00 AM
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/19/2017 7:00:00 AM
59	21 0000	Fire Sprinkler System	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Rejected	2/21/2017 8:00:00 AM
39.2	22 0000	Plumbing	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Rejected	6/20/2017 7:00:00 AM
39.1	22 0000	Plumbing	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/24/2017 8:00:00 AM
39	22 0000	Plumbing	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/26/2017 8:00:00 AM
38.2	22 0000	Plumbing - Site	Closed	9/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	9/26/2017 7:00:00 AM
38.1	22 0000	Plumbing - Site	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	3/13/2017 7:00:00 AM
38	22 0000	Plumbing - Site	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	1/26/2017 8:00:00 AM
54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/21/2017 7:00:00 AM



54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/12/2017 7:00:00 AM
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/27/2017 7:00:00 AM
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/24/2017 8:00:00 AM
67	26 6000	Dimming System Lighting	Closed	4/11/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/13/2017 7:00:00 AM
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/2/2017 8:00:00 AM
6.1	26 6000	Electrical Power	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
6	26 6000	Electrical Power	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/6/2017 8:00:00 AM
33	26 7000	General Electrical	Closed	1/6/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/2/2017 8:00:00 AM
24	26 7000	Lighting	Closed	12/23/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/3/2017 8:00:00 AM
71.1	27 1000	Structured Cabling	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
71	27 1000	Structured Cabling	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
72	27 4000	Assisted Listening System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
70.1	27 7000	Intercom Paging System	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
70	27 7000	Intercom Paging System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
73	27 9000	Burglar Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Rejected	4/17/2017 7:00:00 AM
69	28 3100	Fire Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	4/14/2017 7:00:00 AM
56	32 1720	Pavement Marking	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/20/2017 8:00:00 AM
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/6/2017 7:00:00 AM
51	32 3110	Gate Operator & Controls	Closed	2/15/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	2/21/2017 4:00:00 PM
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/10/2017 8:00:00 AM

## Request for Information Report - All

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

Prepared On: 9/29/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
81	Outside Speaker Box Locations	Open	9/27/2017 7:00:00 AM	Forwarded - To Answer	
67	Existing vault, West side of Building	Open	9/5/2017 7:00:00 AM	Received - Request For Information	
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
79	Pendant Sprinklers	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
77	Finish Plaster Color Notation	Closed	9/22/2017 7:00:00 AM	Responded and Closed - Answered	9/22/2017 7:00:00 AM
76	Soffit Vent Dimension	Closed	9/21/2017 7:00:00 AM	Responded and Closed - Answered	9/21/2017 7:00:00 AM
75	Exterior Lights at Snack Bar	Closed	9/20/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
72	Branch Line in Main Area	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
71	Smoke Detectors in Room 809	Closed	9/7/2017 7:00:00 AM	Responded and Closed - Answered	9/18/2017 7:00:00 AM
70	Tectum height in Room 809	Closed	9/6/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
69	Wall mounted pipe hanger detail	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
65	Control Joints in EIFS & Plaster	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
64	Acoustic Ceiling Change	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
63	Full Height Walls at Restroom	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/29/2017 7:00:00 AM
62	PT Attachment at CMU	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/24/2017 7:00:00 AM
61	Tamper Switch	Closed	8/16/2017 7:00:00 AM	Responded and Closed - Answered	8/21/2017 7:00:00 AM
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017 7:00:00 AM	Responded and Closed - Answered	8/15/2017 7:00:00 AM
59	Embed Bolts at GL B	Closed	7/26/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
58	Mechanical Units Change	Closed	7/25/2017 7:00:00 AM	Responded and Closed - Answered	7/25/2017 7:00:00 AM
57	Embed Bolt Fix	Closed	7/21/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
56	Missed Embed	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Answered	7/20/2017 7:00:00 AM
55	Roof Decking Hilti Pins	Closed	7/7/2017 7:00:00 AM	Responded and Closed - Answered	7/10/2017 7:00:00 AM
54	Missed Embed	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Answered	6/20/2017 7:00:00 AM
53	CMU Clarification	Closed	6/16/2017 7:00:00 AM	Responded and Closed - Answered	6/16/2017 7:00:00 AM
52	Existing Solar Underground Piping	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
51	SCE Service Yard Issue	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/1/2017 7:00:00 AM
48	Walk-In Condenser Location	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
47	Beam Pocket	Closed	5/30/2017 7:00:00 AM	Responded and Closed - Answered	5/31/2017 7:00:00 AM
46	High Lift Grout	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/2/2017 7:00:00 AM

45	Duct in Room 819	Closed	5/25/2017 7:00:00 AM	Responded and Closed - Answered	5/25/2017 7:00:00 AM
44	Lobby J Boxes	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Answered	5/24/2017 7:00:00 AM
43	HVAC Duct Penetration at CMU	Closed	5/23/2017 7:00:00 AM	Responded and Closed - Answered	5/23/2017 7:00:00 AM
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
41	Data Outlet in New Freezer Box	Closed	5/17/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017 7:00:00 AM	Responded and Closed - Answered	5/18/2017 7:00:00 AM
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017 7:00:00 AM	Responded and Closed - Answered	5/15/2017 7:00:00 AM
38	Low Voltage Sleeves	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
37	Game Lines for Basketball Court	Closed	5/5/2017 7:00:00 AM	Responded and Closed - Answered	5/8/2017 7:00:00 AM
36	Stage Floor Box Mounting	Closed	5/4/2017 7:00:00 AM	Responded and Closed - Answered	5/4/2017 7:00:00 AM
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
33	Electrical Symbol A on T Sheets	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
32	Columns on Grid 4	Closed	4/26/2017 7:00:00 AM	Responded and Closed - Answered	4/27/2017 7:00:00 AM
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017 7:00:00 AM	Responded and Closed - Answered	4/25/2017 7:00:00 AM
30	Shop Drawing Clarification	Closed	4/20/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
29.1	Bent Plate Welds	Closed	4/21/2017 7:00:00 AM	Responded and Closed - Answered	4/24/2017 7:00:00 AM
29	Bent Plate Welds	Closed	4/19/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017 7:00:00 AM	Responded and Closed - Answered	4/13/2017 7:00:00 AM
27	Folding Panel Steel Dimensions	Closed	4/5/2017 7:00:00 AM	Responded and Closed - Answered	4/7/2017 7:00:00 AM
26	Smoke Vent Location	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/4/2017 7:00:00 AM
25	Steel Connection Plate	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/6/2017 7:00:00 AM
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017 7:00:00 AM	Responded and Closed - Answered	4/3/2017 7:00:00 AM
23	Data Pull Boxes	Closed	3/30/2017 7:00:00 AM	Responded and Closed - Answered	4/10/2017 7:00:00 AM
22	Steel Clarifications Mill Cert	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/27/2017 7:00:00 AM
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/28/2017 7:00:00 AM
20	Sloped Shear Plate	Closed	3/20/2017 7:00:00 AM	Responded and Closed - Answered	3/22/2017 7:00:00 AM
19	Grout Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
18	Beam Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
17	Abandoned Concrete Tank	Closed	3/15/2017 7:00:00 AM	Responded and Closed - Answered	3/16/2017 7:00:00 AM
16R	Storm Drain Conflict	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
16	Storm Drain Conflict	Closed	3/14/2017 7:00:00 AM	Responded and Closed - Answered	3/15/2017 7:00:00 AM
15	Abandoned Concrete Vault	Closed	3/13/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
14	Treads	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Answered	2/28/2017 8:00:00 AM
13	Garbage Disposal Line	Closed	2/16/2017 8:00:00 AM	Responded and Closed - Answered	2/21/2017 8:00:00 AM
12	NLSL Meaning	Closed	2/1/2017 8:00:00 AM	Responded and Closed - Answered	2/1/2017 8:00:00 AM
11	Fixture F Safety Wire	Closed	1/27/2017 8:00:00 AM	Responded and Closed - Answered	1/31/2017 8:00:00 AM
10	Floor Box Clarification	Closed	1/27/2017 4:00:00 PM	Responded and Closed - Answered	1/30/2017 4:00:00 PM
9	Door Undercut	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM

8	Service Yard Trash Enclosure	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
7	Construction Joints	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
6	Edge Shovel Footing Detail Change	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016 8:00:00 AM	Responded and Closed - Answered	12/23/2016 8:00:00 AM
4	Basketball Control Panel	Closed	12/20/2016 8:00:00 AM	Responded and Closed - Answered	12/21/2016 8:00:00 AM
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016 4:00:00 PM	Responded and Closed - Answered	12/21/2016 4:00:00 PM
2	Moisture Barrier Discrepancy	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/20/2016 8:00:00 AM
1	CMU Wall Footing Change	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/27/2016 8:00:00 AM

# BULLETIN LOG

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

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

Bulletin (B)				Cost Order Request (COR)							Change Order (CO)		
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 <b>Reason:</b> Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment <b>Reason:</b> Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 <b>Reason:</b> Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins <b>Reason:</b> Plan Omission	22	9.8.17	\$2,424.41	0	\$0.00	0	<i>Pending Review.</i>		
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault <b>Reason:</b> Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities <b>Reason:</b> Unforeseen Condition	24	9.13.17	\$14,288.35	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering			\$0.00	0	\$0.00	0			
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 <b>Reason:</b> Recognition of Error			\$0.00	0	\$0.00	0			
44	N	---	---	SWPPP Inspections - August/September 2017 <b>Reason:</b> Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	
<b>Total Accepted Cost Impact</b> →									\$ 31,596.15	46	← <b>Total Accepted Time Impact</b>		

# PROGRESS MEETING NO. 23

Issue Date: October 18, 2017

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

**MEETING DATE:** October 17, 2017  
**MAI PROJECT NO.:** 1473  
**OWNER'S REPRESENTATIVE:** Luke Smith  
**PROJECT INSPECTOR:** Tom Hirst

**Attendees:**

Luke Smith (LS)

~~Fausto Martin (FM)~~, Anthony Hernandez (AH)~~Jerry Riggins (JR)~~, Steve Tindle (ST)

Kirk Purcaro (KP)

Ryan Morrelli (RM), Chris McLain, Mike Scott

Tom Hirst (TH)

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

1. Lath and rigid insulation installation is ongoing.
2. Framing is ongoing.
3. HVAC and Electrical rough in are ongoing.
4. Scratch coat is scheduled to begin this Friday.

**Field Instructions:**

1. None.

**A. Project Status:**

1. **Contract Time:**
  - a. Notice to Proceed Date: December 12, 2016
  - b. Initial Contract Duration: Nine months
  - c. Initial Completion Date: September 12, 2017
  - d. Current Projected Completion Date: January 8, 2018
  - e. Approved Time Extended Completion Date: October 28, 2017
  - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
  - a. Original Contract Sum: \$5,878,945.07
  - b. Approved Change Orders: \$13,044.00
  - c. Revised Contract Sum: \$5,897,133.07

**B. Progress and Schedule:**

1. **Schedule Conformance:** Update provided 10.3.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

**C. Materials and Equipment:**

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

**D. Requests for Information:**

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

**E. Changes:**

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



**F. Testing and Inspections:**

1. **Testing in Progress:** Normal inspections on-going.
2. **Nonconforming Work or Materials:** None.

**G. DSA Inspection:**

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17.
2. **Corrections Needed:** None.
3. **Inspection Card Updates:** Card 1 section 1 complete.

**H. Progress Payments:**

1. **Percentage of Completion:** 70%

**I. School District Items:**

1. None.

**J. Discussion Items:**

Item No.	Action By	Description
20-2	RM	<del>RM will check on where the SD's in Bulletin 42 are to be installed; at the roof deck or on bottom of steel purlins and if we can eliminate the SD's in favor of smoke beam style detectors. Will submit CCD 42 to DSA for review once these questions have been addressed. 9.25.17 — RM will be revising Bulletin 42 to utilize beam smoke detectors.</del>
23-1	RM	<i>Discussed bidding phases 2 and 3 of the project. MAI will develop a bulletin to identify any scope that needs to be removed from the current project.</i>
23-2	KP	<i>Discussed the credit for the removal of the exterior gypsum sheathing at the exterior soffits. OEM to research credit with Tarlton.</i>
23-3	RM	<i>Reviewed the stage frame situation with the frames too wide to fit the openings. RM to discuss a potential fix with the structural engineer and report back.</i>

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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.

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**MANGINI ASSOCIATES INC.**

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

## Submittal Report - All

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

Prepared On: 10/17/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
84	09 2400	EIFS - Plaster Finish and Color Sample	Open	10/6/2017 7:00:00 AM	Received - For Review	
	01 7425	Construction Waste Management and Controls	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	09 6110	Moisture Control Treatment for Flooring	Expected			
	10 2610	Wall and Corner Protection	Expected			
	11 6820	Exterior Court Athletic Equipment	Expected			
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
39.3	22 0000	Plumbing	Expected			
38.3	22 0000	Plumbing - Site	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	27 4030	Audio Visual System-Conference Center	Expected			
	32 3120	Custom Metal Gates	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017 8:00:00 AM	Responded and Closed - Reviewed	1/24/2017 8:00:00 AM
44	01 2910	Payment Procedures	Closed	1/30/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/30/2017 8:00:00 AM
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
46	03 3000	Exterior Rebar	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
43	03 3000	Rebar Slab	Closed	1/26/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/31/2017 8:00:00 AM
42	03 3000	Rebar Foundation	Closed	1/26/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/31/2017 8:00:00 AM
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/9/2017 8:00:00 AM
12	03 3000	Concrete Vapor Barrier	Closed	12/20/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/20/2016 8:00:00 AM
10	03 3000	Concrete Slip Dowel System	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
8	03 3000	Concrete Curing Material	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/31/2017 7:00:00 AM
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/13/2017 8:00:00 AM
	04 2900	Reinforced Unit Masonry	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/5/2017 8:00:00 AM
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/16/2017 7:00:00 AM
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/25/2017 7:00:00 AM
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/13/2017 7:00:00 AM
53	05 1200	Structural Steel Framing	Closed	2/15/2017 8:00:00 AM	Review Response - Make Corrections Noted	3/8/2017 8:00:00 AM
60.1	05 3000	Metal Decking	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/6/2017 8:00:00 AM
60	05 3000	Metal Decking	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/22/2017 8:00:00 AM
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	7/14/2017 7:00:00 AM
17	06 4000	Architectural Woodwork Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	12/22/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
7	06 4000	Architectural Woodwork	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/16/2016 8:00:00 AM
65	07 2100	Blanket Insulation	Closed	3/10/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/13/2017 7:00:00 AM
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
75R	07 3110	Asphalt Shingles	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/15/2017 7:00:00 AM
75	07 3110	Asphalt Shingles	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/28/2017 7:00:00 AM
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/28/2017 7:00:00 AM

76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/29/2017 7:00:00 AM
15	07 7200	Roof Accessories	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
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
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
28	09 2400	Cement Plaster	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
29	09 2900	Gypsum Board	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
30	09 3000	Tile Samples	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
25	09 3000	Tile	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/30/2016 8:00:00 AM
21	09 5100	Acoustical Ceiling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
3	09 5100	Acoustical Ceilings	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
68	09 6500	Resilient Flooring	Closed	3/23/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	3/27/2017 7:00:00 AM
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/7/2017 7:00:00 AM
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Make Corrections Noted	3/20/2017 7:00:00 AM
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
5	09 7730	Fiberglass Reinforced Paneling	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
63	09 9100	Painting	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/8/2017 8:00:00 AM
55	10 1400	Signage Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	7/31/2017 7:00:00 AM
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	8/10/2017 7:00:00 AM
1	10 1400	Signage and Plaque	Closed	12/15/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	7/31/2017 7:00:00 AM
1R2	10 1410	Plaque	Closed	8/22/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	8/22/2017 7:00:00 AM
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/23/2017 8:00:00 AM
37	10 2240	Folding Panel Partitions	Closed	1/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	1/18/2017 4:00:00 PM
23	10 2810	Toilet Accessories	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
13	10 4400	Fire Protection Specialties	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
27	11 4000	Food Service Equipment	Closed	12/29/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	1/5/2017 4:00:00 PM
16	11 5210	Projection Screens	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
26	11 6140	Stage Curtains	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/24/2017 8:00:00 AM
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
57	11 6620	Gymnasium Equipment	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/24/2017 8:00:00 AM
52	11 6640	Interior Scoreboards	Closed	2/10/2017 4:00:00 PM	Responded and Closed - Make Corrections Noted	4/24/2017 7:00:00 AM
77	12 5625	Built-In Folding Tables	Closed	3/29/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/6/2017 8:00:00 AM
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/19/2017 7:00:00 AM
59	21 0000	Fire Sprinkler System	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Rejected	2/21/2017 8:00:00 AM
39.2	22 0000	Plumbing	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Rejected	6/20/2017 7:00:00 AM
39.1	22 0000	Plumbing	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/24/2017 8:00:00 AM
39	22 0000	Plumbing	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/26/2017 8:00:00 AM
38.2	22 0000	Plumbing - Site	Closed	9/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	9/26/2017 7:00:00 AM
38.1	22 0000	Plumbing - Site	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	3/13/2017 7:00:00 AM
38	22 0000	Plumbing - Site	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	1/26/2017 8:00:00 AM

54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/21/2017 7:00:00 AM
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/12/2017 7:00:00 AM
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/27/2017 7:00:00 AM
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/24/2017 8:00:00 AM
67	26 6000	Dimming System Lighting	Closed	4/11/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/13/2017 7:00:00 AM
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/2/2017 8:00:00 AM
6.1	26 6000	Electrical Power	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
6	26 6000	Electrical Power	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/6/2017 8:00:00 AM
33	26 7000	General Electrical	Closed	1/6/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/2/2017 8:00:00 AM
24	26 7000	Lighting	Closed	12/23/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/3/2017 8:00:00 AM
71.1	27 1000	Structured Cabling	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
71	27 1000	Structured Cabling	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
72	27 4000	Assisted Listening System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
70.1	27 7000	Intercom Paging System	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
70	27 7000	Intercom Paging System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
73	27 9000	Burglar Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Rejected	4/17/2017 7:00:00 AM
69	28 3100	Fire Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	4/14/2017 7:00:00 AM
56	32 1720	Pavement Marking	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/20/2017 8:00:00 AM
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/6/2017 7:00:00 AM
51	32 3110	Gate Operator & Controls	Closed	2/15/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	2/21/2017 4:00:00 PM
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/10/2017 8:00:00 AM

## Request for Information Report - All

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

Prepared On: 10/17/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
93	Projector Electrical and Conduit	Open	10/13/2017 7:00:00 AM	Forwarded - To Answer	
88	Projection Screen	Open	10/5/2017 7:00:00 AM	Forwarded - To Answer	
83	UPS System	Open	10/2/2017 7:00:00 AM	Forwarded - To Answer	
67	Existing vault, West side of Building	Open	9/5/2017 7:00:00 AM	Received - Request For Information	
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
92	Ceiling Diffusers Room 813	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/16/2017 7:00:00 AM
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017 7:00:00 AM	Responded and Closed - Answered	10/13/2017 7:00:00 AM
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
87	Stage Track Lighting Conflict	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/6/2017 7:00:00 AM
86	Electrical to Trap Primer Room 808	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017 7:00:00 AM	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/2/2017 7:00:00 AM
81	Outside Speaker Box Locations	Closed	9/27/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
79	Pendant Sprinklers	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
78	Soffit Vent Dimensions	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/3/2017 7:00:00 AM
77	Finish Plaster Color Notation	Closed	9/22/2017 7:00:00 AM	Responded and Closed - Answered	9/22/2017 7:00:00 AM
76	Soffit Vent Dimension	Closed	9/21/2017 7:00:00 AM	Responded and Closed - Answered	9/21/2017 7:00:00 AM
75	Exterior Lights at Snack Bar	Closed	9/20/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
72	Branch Line in Main Area	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
71	Smoke Detectors in Room 809	Closed	9/7/2017 7:00:00 AM	Responded and Closed - Answered	9/18/2017 7:00:00 AM
70	Tectum height in Room 809	Closed	9/6/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
69	Wall mounted pipe hanger detail	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
65	Control Joints in EIFS & Plaster	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
64	Acoustic Ceiling Change	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
63	Full Height Walls at Restroom	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/29/2017 7:00:00 AM
62	PT Attachment at CMU	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/24/2017 7:00:00 AM
61	Tamper Switch	Closed	8/16/2017 7:00:00 AM	Responded and Closed - Answered	8/21/2017 7:00:00 AM
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017 7:00:00 AM	Responded and Closed - Answered	8/15/2017 7:00:00 AM
59	Embed Bolts at GL B	Closed	7/26/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
58	Mechanical Units Change	Closed	7/25/2017 7:00:00 AM	Responded and Closed - Answered	7/25/2017 7:00:00 AM
57	Embed Bolt Fix	Closed	7/21/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM

56	Missed Embed	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Answered	7/20/2017 7:00:00 AM
55	Roof Decking Hilti Pins	Closed	7/7/2017 7:00:00 AM	Responded and Closed - Answered	7/10/2017 7:00:00 AM
54	Missed Embed	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Answered	6/20/2017 7:00:00 AM
53	CMU Clarification	Closed	6/16/2017 7:00:00 AM	Responded and Closed - Answered	6/16/2017 7:00:00 AM
52	Existing Solar Underground Piping	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
51	SCE Service Yard Issue	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/1/2017 7:00:00 AM
48	Walk-In Condenser Location	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
47	Beam Pocket	Closed	5/30/2017 7:00:00 AM	Responded and Closed - Answered	5/31/2017 7:00:00 AM
46	High Lift Grout	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/2/2017 7:00:00 AM
45	Duct in Room 819	Closed	5/25/2017 7:00:00 AM	Responded and Closed - Answered	5/25/2017 7:00:00 AM
44	Lobby J Boxes	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Answered	5/24/2017 7:00:00 AM
43	HVAC Duct Penetration at CMU	Closed	5/23/2017 7:00:00 AM	Responded and Closed - Answered	5/23/2017 7:00:00 AM
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
41	Data Outlet in New Freezer Box	Closed	5/17/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017 7:00:00 AM	Responded and Closed - Answered	5/18/2017 7:00:00 AM
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017 7:00:00 AM	Responded and Closed - Answered	5/15/2017 7:00:00 AM
38	Low Voltage Sleeves	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
37	Game Lines for Basketball Court	Closed	5/5/2017 7:00:00 AM	Responded and Closed - Answered	5/8/2017 7:00:00 AM
36	Stage Floor Box Mounting	Closed	5/4/2017 7:00:00 AM	Responded and Closed - Answered	5/4/2017 7:00:00 AM
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
33	Electrical Symbol A on T Sheets	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
32	Columns on Grid 4	Closed	4/26/2017 7:00:00 AM	Responded and Closed - Answered	4/27/2017 7:00:00 AM
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017 7:00:00 AM	Responded and Closed - Answered	4/25/2017 7:00:00 AM
30	Shop Drawing Clarification	Closed	4/20/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
29.1	Bent Plate Welds	Closed	4/21/2017 7:00:00 AM	Responded and Closed - Answered	4/24/2017 7:00:00 AM
29	Bent Plate Welds	Closed	4/19/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017 7:00:00 AM	Responded and Closed - Answered	4/13/2017 7:00:00 AM
27	Folding Panel Steel Dimensions	Closed	4/5/2017 7:00:00 AM	Responded and Closed - Answered	4/7/2017 7:00:00 AM
26	Smoke Vent Location	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/4/2017 7:00:00 AM
25	Steel Connection Plate	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/6/2017 7:00:00 AM
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017 7:00:00 AM	Responded and Closed - Answered	4/3/2017 7:00:00 AM
23	Data Pull Boxes	Closed	3/30/2017 7:00:00 AM	Responded and Closed - Answered	4/10/2017 7:00:00 AM
22	Steel Clarifications Mill Cert	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/27/2017 7:00:00 AM
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/28/2017 7:00:00 AM
20	Sloped Shear Plate	Closed	3/20/2017 7:00:00 AM	Responded and Closed - Answered	3/22/2017 7:00:00 AM
19	Grout Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
18	Beam Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
17	Abandoned Concrete Tank	Closed	3/15/2017 7:00:00 AM	Responded and Closed - Answered	3/16/2017 7:00:00 AM
16R	Storm Drain Conflict	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
16	Storm Drain Conflict	Closed	3/14/2017 7:00:00 AM	Responded and Closed - Answered	3/15/2017 7:00:00 AM

15	Abandoned Concrete Vault	Closed	3/13/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
14	Treads	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Answered	2/28/2017 8:00:00 AM
13	Garbage Disposal Line	Closed	2/16/2017 8:00:00 AM	Responded and Closed - Answered	2/21/2017 8:00:00 AM
12	NLSL Meaning	Closed	2/1/2017 8:00:00 AM	Responded and Closed - Answered	2/1/2017 8:00:00 AM
11	Fixture F Safety Wire	Closed	1/27/2017 8:00:00 AM	Responded and Closed - Answered	1/31/2017 8:00:00 AM
10	Floor Box Clarification	Closed	1/27/2017 4:00:00 PM	Responded and Closed - Answered	1/30/2017 4:00:00 PM
9	Door Undercut	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
8	Service Yard Trash Enclosure	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
7	Construction Joints	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
6	Edge Shovel Footing Detail Change	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016 8:00:00 AM	Responded and Closed - Answered	12/23/2016 8:00:00 AM
4	Basketball Control Panel	Closed	12/20/2016 8:00:00 AM	Responded and Closed - Answered	12/21/2016 8:00:00 AM
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016 4:00:00 PM	Responded and Closed - Answered	12/21/2016 4:00:00 PM
2	Moisture Barrier Discrepancy	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/20/2016 8:00:00 AM
1	CMU Wall Footing Change	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/27/2016 8:00:00 AM

# BULLETIN LOG

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



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

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 <b>Reason:</b> Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment <b>Reason:</b> Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 <b>Reason:</b> Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins <b>Reason:</b> Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault <b>Reason:</b> Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities <b>Reason:</b> Unforeseen Condition	24	9.13.17	\$14,288.35	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.		
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 <b>Reason:</b> Recognition of Error	28	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 <b>Reason:</b> Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 <b>Reason:</b> Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	
46	N	---	---	Reroute the duct work on the stage at the smoke vent <b>Reason:</b> Field Condition	29	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) <b>Reason:</b> Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) <b>Reason:</b> Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) <b>Reason:</b> Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.12.17.		
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) <b>Reason:</b> Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)					Cost Order Request (COR)						Change Order (CO)		
Bulletin Number	DSA	Type	Date issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
Total Accepted Cost Impact →									\$ 43,708.38	46	← Total Accepted Time Impact		

**PROGRESS MEETING NO. 24**

Issue Date: October 25, 2017

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

**MEETING DATE:** October 23, 2017  
**MAI PROJECT NO.:** 1473  
**OWNER'S REPRESENTATIVE:** Luke Smith  
**PROJECT INSPECTOR:** Tom Hirst

**Attendees:**

Luke Smith (LS)

~~Fausto Martin (FM), Anthony Hernandez (AH)~~~~Jerry Riggins (JR), Steve Tindle (ST)~~

Kirk Purcaro (KP)

Ryan Morrelli (RM)

Tom Hirst (TH)

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

1. Electrical, fire sprinkler and HVAC rough-in are ongoing.
2. Brown coating the soffits today. EFIS installation is ongoing.
3. Setting up for the concrete at the light standards.
4. Installing the fire water to the street; will hot-tap tomorrow.
5. Additional clips for the soffit framing correction in the Multi-Use room have been installed. Framing has been ordered.

**Field Instructions:**

1. None.

**A. Project Status:**

1. **Contract Time:**
  - a. Notice to Proceed Date: December 12, 2016
  - b. Initial Contract Duration: Nine months
  - c. Initial Completion Date: September 12, 2017
  - d. Current Projected Completion Date: January 8, 2018
  - e. Approved Time Extended Completion Date: October 28, 2017
  - f. Weather Days: 46 approved delay days to date.
2. **Contract Sum:**
  - a. Original Contract Sum: \$5,878,945.07
  - b. Approved Change Orders: \$13,044.00
  - c. Revised Contract Sum: \$5,897,133.07

**B. Progress and Schedule:**

1. **Schedule Conformance:** Update provided 10.3.17 (current date reflected above).
2. **Short Interval Schedule:** N/A

**C. Materials and Equipment:**

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

**D. Requests for Information:**

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

**E. Changes:**

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

**F. Testing and Inspections:**

1. **Testing in Progress:** Normal inspections on-going.
2. **Nonconforming Work or Materials:** None.

**G. DSA Inspection:**

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17.
2. **Corrections Needed:** None.
3. **Inspection Card Updates:** Card 1 section 1 complete.

**H. Progress Payments:**

1. **Percentage of Completion:** 70%

**I. School District Items:**

1. *The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review.*
2. *The District would like to add the bleachers back to the project. RM will send a bulletin. Note that they require DSA review and approval for the anchorage as a deferred approval.*

**J. Discussion Items:**

Item No.	Action By	Description
23-1	RM	Discussed bidding phases 2 and 3 of the project. MAI will develop a bulletin to identify any scope that needs to be removed from the current project.
23-2	KP	Discussed the credit for the removal of the exterior gypsum sheathing at the exterior soffits. OEM to research credit with Tarlton.
<del>23-3</del>	<del>RM</del>	<del>Reviewed the stage frame situation with the frames too wide to fit the openings. RM to discuss a potential fix with the structural engineer and report back.</del>

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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.

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**MANGINI ASSOCIATES INC.**

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

## Submittal Report - All

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

Prepared On: 10/23/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
85	27 4000	Audio Visual System-Conference Center	Open	10/19/2017 7:00:00 AM	Forwarded - For Review	
	01 7425	Construction Waste Management and Controls	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	09 6110	Moisture Control Treatment for Flooring	Expected			
	10 2610	Wall and Corner Protection	Expected			
	11 6820	Exterior Court Athletic Equipment	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
38.3	22 0000	Plumbing - Site	Expected			
39.3	22 0000	Plumbing	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	32 3120	Custom Metal Gates	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017 8:00:00 AM	Responded and Closed - Reviewed	1/24/2017 8:00:00 AM
44	01 2910	Payment Procedures	Closed	1/30/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/30/2017 8:00:00 AM
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
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/31/2017 7:00:00 AM
53	05 1200	Structural Steel Framing	Closed	2/15/2017 8:00:00 AM	Review Response - Make Corrections Noted	3/8/2017 8:00:00 AM
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
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/25/2017 7:00:00 AM
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/16/2017 7:00:00 AM
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
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	7/14/2017 7:00:00 AM
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
75	07 3110	Asphalt Shingles	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/28/2017 7:00:00 AM
75R	07 3110	Asphalt Shingles	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/15/2017 7:00:00 AM
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/28/2017 7:00:00 AM
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/29/2017 7:00:00 AM

15	07 7200	Roof Accessories	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
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
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
84	09 2400	EIFS - Plaster Finish and Color Sample	Closed	10/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	10/17/2017 7:00:00 AM
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
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/7/2017 7:00:00 AM
68	09 6500	Resilient Flooring	Closed	3/23/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	3/27/2017 7:00:00 AM
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
1	10 1400	Signage and Plaque	Closed	12/15/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	7/31/2017 7:00:00 AM
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	8/10/2017 7:00:00 AM
55	10 1400	Signage Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	7/31/2017 7:00:00 AM
1R2	10 1410	Plaque	Closed	8/22/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	8/22/2017 7:00:00 AM
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
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
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
52	11 6640	Interior Scoreboards	Closed	2/10/2017 4:00:00 PM	Responded and Closed - Make Corrections Noted	4/24/2017 7:00:00 AM
77	12 5625	Built-In Folding Tables	Closed	3/29/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/6/2017 8:00:00 AM
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
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/19/2017 7:00:00 AM
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
38.2	22 0000	Plumbing - Site	Closed	9/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	9/26/2017 7:00:00 AM
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
39.2	22 0000	Plumbing	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Rejected	6/20/2017 7:00:00 AM

54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/24/2017 8:00:00 AM
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/27/2017 7:00:00 AM
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/12/2017 7:00:00 AM
54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/21/2017 7:00:00 AM
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
67	26 6000	Dimming System Lighting	Closed	4/11/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/13/2017 7:00:00 AM
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
71	27 1000	Structured Cabling	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
71.1	27 1000	Structured Cabling	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
72	27 4000	Assisted Listening System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
70	27 7000	Intercom Paging System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
70.1	27 7000	Intercom Paging System	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
73	27 9000	Burglar Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Rejected	4/17/2017 7:00:00 AM
69	28 3100	Fire Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	4/14/2017 7:00:00 AM
56	32 1720	Pavement Marking	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/20/2017 8:00:00 AM
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/6/2017 7:00:00 AM
51	32 3110	Gate Operator & Controls	Closed	2/15/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	2/21/2017 4:00:00 PM
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 Multi-Purpose/Gym Building at Tipton Elementary School

Prepared On: 10/23/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
67	Existing vault, West side of Building	Open	9/5/2017 7:00:00 AM	Received - Request For Information	
95	AV Speakers	Closed	10/18/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
93	Projector Electrical and Conduit	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
92	Ceiling Diffusers Room 813	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/16/2017 7:00:00 AM
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017 7:00:00 AM	Responded and Closed - Answered	10/13/2017 7:00:00 AM
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
88	Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
87	Stage Track Lighting Conflict	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/6/2017 7:00:00 AM
86	Electrical to Trap Primer Room 808	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017 7:00:00 AM	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
83	UPS System	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/2/2017 7:00:00 AM
81	Outside Speaker Box Locations	Closed	9/27/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
79	Pendant Sprinklers	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
78	Soffit Vent Dimensions	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/3/2017 7:00:00 AM
77	Finish Plaster Color Notation	Closed	9/22/2017 7:00:00 AM	Responded and Closed - Answered	9/22/2017 7:00:00 AM
76	Soffit Vent Dimension	Closed	9/21/2017 7:00:00 AM	Responded and Closed - Answered	9/21/2017 7:00:00 AM
75	Exterior Lights at Snack Bar	Closed	9/20/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
72	Branch Line in Main Area	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
71	Smoke Detectors in Room 809	Closed	9/7/2017 7:00:00 AM	Responded and Closed - Answered	9/18/2017 7:00:00 AM
70	Tectum height in Room 809	Closed	9/6/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
69	Wall mounted pipe hanger detail	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
65	Control Joints in EIFS & Plaster	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
64	Acoustic Ceiling Change	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
63	Full Height Walls at Restroom	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/29/2017 7:00:00 AM
62	PT Attachment at CMU	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/24/2017 7:00:00 AM
61	Tamper Switch	Closed	8/16/2017 7:00:00 AM	Responded and Closed - Answered	8/21/2017 7:00:00 AM
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017 7:00:00 AM	Responded and Closed - Answered	8/15/2017 7:00:00 AM
59	Embed Bolts at GL B	Closed	7/26/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
58	Mechanical Units Change	Closed	7/25/2017 7:00:00 AM	Responded and Closed - Answered	7/25/2017 7:00:00 AM
57	Embed Bolt Fix	Closed	7/21/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM

56	Missed Embed	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Answered	7/20/2017 7:00:00 AM
55	Roof Decking Hilti Pins	Closed	7/7/2017 7:00:00 AM	Responded and Closed - Answered	7/10/2017 7:00:00 AM
54	Missed Embed	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Answered	6/20/2017 7:00:00 AM
53	CMU Clarification	Closed	6/16/2017 7:00:00 AM	Responded and Closed - Answered	6/16/2017 7:00:00 AM
52	Existing Solar Underground Piping	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
51	SCE Service Yard Issue	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/1/2017 7:00:00 AM
48	Walk-In Condenser Location	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
47	Beam Pocket	Closed	5/30/2017 7:00:00 AM	Responded and Closed - Answered	5/31/2017 7:00:00 AM
46	High Lift Grout	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/2/2017 7:00:00 AM
45	Duct in Room 819	Closed	5/25/2017 7:00:00 AM	Responded and Closed - Answered	5/25/2017 7:00:00 AM
44	Lobby J Boxes	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Answered	5/24/2017 7:00:00 AM
43	HVAC Duct Penetration at CMU	Closed	5/23/2017 7:00:00 AM	Responded and Closed - Answered	5/23/2017 7:00:00 AM
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
41	Data Outlet in New Freezer Box	Closed	5/17/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017 7:00:00 AM	Responded and Closed - Answered	5/18/2017 7:00:00 AM
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017 7:00:00 AM	Responded and Closed - Answered	5/15/2017 7:00:00 AM
38	Low Voltage Sleeves	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
37	Game Lines for Basketball Court	Closed	5/5/2017 7:00:00 AM	Responded and Closed - Answered	5/8/2017 7:00:00 AM
36	Stage Floor Box Mounting	Closed	5/4/2017 7:00:00 AM	Responded and Closed - Answered	5/4/2017 7:00:00 AM
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
33	Electrical Symbol A on T Sheets	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
32	Columns on Grid 4	Closed	4/26/2017 7:00:00 AM	Responded and Closed - Answered	4/27/2017 7:00:00 AM
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017 7:00:00 AM	Responded and Closed - Answered	4/25/2017 7:00:00 AM
30	Shop Drawing Clarification	Closed	4/20/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
29.1	Bent Plate Welds	Closed	4/21/2017 7:00:00 AM	Responded and Closed - Answered	4/24/2017 7:00:00 AM
29	Bent Plate Welds	Closed	4/19/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017 7:00:00 AM	Responded and Closed - Answered	4/13/2017 7:00:00 AM
27	Folding Panel Steel Dimensions	Closed	4/5/2017 7:00:00 AM	Responded and Closed - Answered	4/7/2017 7:00:00 AM
26	Smoke Vent Location	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/4/2017 7:00:00 AM
25	Steel Connection Plate	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/6/2017 7:00:00 AM
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017 7:00:00 AM	Responded and Closed - Answered	4/3/2017 7:00:00 AM
23	Data Pull Boxes	Closed	3/30/2017 7:00:00 AM	Responded and Closed - Answered	4/10/2017 7:00:00 AM
22	Steel Clarifications Mill Cert	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/27/2017 7:00:00 AM
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/28/2017 7:00:00 AM
20	Sloped Shear Plate	Closed	3/20/2017 7:00:00 AM	Responded and Closed - Answered	3/22/2017 7:00:00 AM
19	Grout Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
18	Beam Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
17	Abandoned Concrete Tank	Closed	3/15/2017 7:00:00 AM	Responded and Closed - Answered	3/16/2017 7:00:00 AM
16R	Storm Drain Conflict	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
16	Storm Drain Conflict	Closed	3/14/2017 7:00:00 AM	Responded and Closed - Answered	3/15/2017 7:00:00 AM
15	Abandoned Concrete Vault	Closed	3/13/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM

14	Treads	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Answered	2/28/2017 8:00:00 AM
13	Garbage Disposal Line	Closed	2/16/2017 8:00:00 AM	Responded and Closed - Answered	2/21/2017 8:00:00 AM
12	NLSL Meaning	Closed	2/1/2017 8:00:00 AM	Responded and Closed - Answered	2/1/2017 8:00:00 AM
11	Fixture F Safety Wire	Closed	1/27/2017 8:00:00 AM	Responded and Closed - Answered	1/31/2017 8:00:00 AM
10	Floor Box Clarification	Closed	1/27/2017 4:00:00 PM	Responded and Closed - Answered	1/30/2017 4:00:00 PM
9	Door Undercut	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
8	Service Yard Trash Enclosure	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
7	Construction Joints	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
6	Edge Shovel Footing Detail Change	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016 8:00:00 AM	Responded and Closed - Answered	12/23/2016 8:00:00 AM
4	Basketball Control Panel	Closed	12/20/2016 8:00:00 AM	Responded and Closed - Answered	12/21/2016 8:00:00 AM
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016 4:00:00 PM	Responded and Closed - Answered	12/21/2016 4:00:00 PM
2	Moisture Barrier Discrepancy	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/20/2016 8:00:00 AM
1	CMU Wall Footing Change	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/27/2016 8:00:00 AM

# BULLETIN LOG

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

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

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 <b>Reason:</b> Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment <b>Reason:</b> Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 <b>Reason:</b> Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins <b>Reason:</b> Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault <b>Reason:</b> Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities <b>Reason:</b> Unforeseen Condition	24	9.13.17	\$14,288.35	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.		
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. <b>R&amp;R 10.18.17.</b>		
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 <b>Reason:</b> Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 <b>Reason:</b> Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 <b>Reason:</b> Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	
46	N	---	---	Reroute the duct work on the stage at the smoke vent <b>Reason:</b> Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) <b>Reason:</b> Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) <b>Reason:</b> Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) <b>Reason:</b> Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) <b>Reason:</b> Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)					Cost Order Request (COR)						Change Order (CO)		
Bulletin Number	DSA	Type	Date issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
Total Accepted Cost Impact →									\$ 49,974.33	46	← Total Accepted Time Impact		

## PROGRESS MEETING NO. 25

Issue Date: October xx, 2017

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

**MEETING DATE:** October 30, 2017  
**MAI PROJECT NO.:** 1473  
**OWNER'S REPRESENTATIVE:** Luke Smith  
**PROJECT INSPECTOR:** Tom Hirst

### Attendees:

Luke Smith (LS)

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

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

Kirk Purcaro (KP)

Ryan Morrelli (RM)

Tom Hirst (TH)

### Weather

- Clear       Snow       Cool  
 Overcast       Foggy       Warm  
 Rain       Cold       Hot

### Site Conditions

- Clear       Dusty  
 Muddy

### Day

- Monday       Thursday  
 Tuesday       Friday  
 Wednesday

### Field Observations:

- Electrical and fire sprinkler rough-in ongoing.
- EIFS and plaster color coating will be installing Thursday. Base coat EIFS is being installed.
- Roofing will begin on Monday.
- Fire water tie in is pending materials but may be installed later this week.

### Field Instructions:

- None.

### A. Project Status:

- Contract Time:**
  - Notice to Proceed Date: December 12, 2016
  - Initial Contract Duration: Nine months
  - Initial Completion Date: September 12, 2017
  - Current Projected Completion Date: January 8, 2018
  - Approved Time Extended Completion Date: October 28, 2017
  - Weather Days: 46 approved delay days to date.
- Contract Sum:**
  - Original Contract Sum: \$5,878,945.07
  - Approved Change Orders: \$13,044.00
  - Revised Contract Sum: \$5,897,133.07

### B. Progress and Schedule:

- Schedule Conformance:** Update provided 10.3.17 (current date reflected above).
- Short Interval Schedule:** N/A

### C. Materials and Equipment:

- Submittals:** Refer to attached log.

### D. Requests for Information:

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

### E. Changes:

- Bulletins:** Refer to attached log.



**F. Testing and Inspections:**

1. **Testing in Progress:** Normal inspections on-going. Sprinkler test is scheduled for Thursday morning.
2. **Nonconforming Work or Materials:** None.

**G. DSA Inspection:**

1. **Trip Visit:** Kurt Katsumata: 12.20.16, 1.25.17, 2.21.17, 4.4.17, 5.18.17, 6.6.17, 7.20.17, 8.1.17, 8.24.17, 9.26.17, 10.10.17.
2. **Corrections Needed:** None.
3. **Inspection Card Updates:** Card 1 section 1 complete.

**H. Progress Payments:**

1. **Percentage of Completion:** 70%

**I. School District Items:**

1. The District would like to look at a mural on the large East facing exterior wall of the building. RM will prepare a draft for review. **10.31.17 - District is reviewing the drafts.**
2. The District would like to add the bleachers back to the project. RM will send a bulletin. Note that they require DSA review and approval for the anchorage as a deferred approval. **10.31.17 – Refer to Bulletin #51.**

**J. Discussion Items:**

Item No.	Action By	Description
23-1	RM	Discussed bidding phases 2 and 3 of the project. MAI will develop a bulletin to identify any scope that needs to be removed from the current project. <b>10.31.17 – These changes will be issued as Bulletin #52.</b>
23-2	KP	Discussed the credit for the removal of the exterior gypsum sheathing at the exterior soffits. OEM to research credit with Tarlton.

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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.

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**MANGINI ASSOCIATES INC.**

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

## Submittal Report - All

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

Prepared On: 10/30/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
86	27 2000	Uninterruptible Power Supply	Open	10/27/2017 7:00:00 AM	Forwarded - For Review	
85	27 4000	Audio Visual System-Conference Center	Open	10/19/2017 7:00:00 AM	Forwarded - For Review	
	01 7425	Construction Waste Management and Controls	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	09 6110	Moisture Control Treatment for Flooring	Expected			
	10 2610	Wall and Corner Protection	Expected			
	11 6820	Exterior Court Athletic Equipment	Expected			
82.1	21 0000	Fire Sprinkler System - Product Data	Expected			
59.1	21 0000	Fire Sprinkler System	Expected			
39.3	22 0000	Plumbing	Expected			
38.3	22 0000	Plumbing - Site	Expected			
	32 3120	Custom Metal Gates	Expected			
	32 3125	Decorative Metal Fencing and Gates	Expected			
41	00 3110	Construction Schedule	Closed	1/24/2017 8:00:00 AM	Responded and Closed - Reviewed	1/24/2017 8:00:00 AM
44	01 2910	Payment Procedures	Closed	1/30/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/30/2017 8:00:00 AM
47	03 3000	Foundation Rebar - Wall Plan Ramp & Column Reinf	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
46	03 3000	Exterior Rebar	Closed	1/31/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/1/2017 8:00:00 AM
43	03 3000	Rebar Slab	Closed	1/26/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/31/2017 8:00:00 AM
42	03 3000	Rebar Foundation	Closed	1/26/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/31/2017 8:00:00 AM
34	03 3000	Cast-In-Place Concrete	Closed	1/9/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/9/2017 8:00:00 AM
12	03 3000	Concrete Vapor Barrier	Closed	12/20/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/20/2016 8:00:00 AM
10	03 3000	Concrete Slip Dowel System	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
9	03 3000	Concrete Dry Pack Non-Shrink Grout	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
8	03 3000	Concrete Curing Material	Closed	12/16/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/16/2016 8:00:00 AM
31R3	04 2900	Reinforced Unit Masonry	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/31/2017 7:00:00 AM
31.2	04 2900	Reinforced Unit Masonry	Closed	2/8/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
31.1	04 2900	Reinforced Unit Masonry	Closed	1/12/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/13/2017 8:00:00 AM
31	04 2900	Reinforced Unit Masonry	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/5/2017 8:00:00 AM
78.1	05 1200	Structural Steel Roof Framing	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	5/16/2017 7:00:00 AM
78	05 1200	Structural Steel Roof Framing	Closed	4/18/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/25/2017 7:00:00 AM
61	05 1200	Structural Steel Erection Drawings	Closed	3/1/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/13/2017 7:00:00 AM
53	05 1200	Structural Steel Framing	Closed	2/15/2017 8:00:00 AM	Review Response - Make Corrections Noted	3/8/2017 8:00:00 AM
60.1	05 3000	Metal Decking	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/6/2017 8:00:00 AM
60	05 3000	Metal Decking	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/22/2017 8:00:00 AM
49	05 4000	Cold-Formed Metal Framing	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
83	05 5000	Mechanical Frame - Structural Steel	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	7/14/2017 7:00:00 AM
17	06 4000	Architectural Woodwork Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
7R	06 4000	Architectural Woodwork Shop Drawings Revised	Closed	12/22/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
7	06 4000	Architectural Woodwork	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/16/2016 8:00:00 AM
65	07 2100	Blanket Insulation	Closed	3/10/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/13/2017 7:00:00 AM
80	07 3110	Asphalt Shingles Samples	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
75R	07 3110	Asphalt Shingles	Closed	5/15/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/15/2017 7:00:00 AM
75	07 3110	Asphalt Shingles	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/28/2017 7:00:00 AM
74	07 5400	Thermoplastic Membrane Roofing	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/28/2017 7:00:00 AM
76	07 6200	Sheet Metal Flashing and Trim	Closed	3/29/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	3/29/2017 7:00:00 AM

15	07 7200	Roof Accessories	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
11	08 1110	Hollow Metal Doors and Frames	Closed	12/19/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/21/2016 8:00:00 AM
14	08 3100	Access Doors	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/28/2016 8:00:00 AM
18	08 3300	Coiling Doors	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	3/8/2017 8:00:00 AM
36	08 5620	Pass and Observation Windows	Closed	1/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/18/2017 8:00:00 AM
32	08 7100	Door Hardware	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
35	08 8100	Glass Glazing	Closed	1/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/17/2017 8:00:00 AM
84	09 2400	EIFS - Plaster Finish and Color Sample	Closed	10/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	10/17/2017 7:00:00 AM
79	09 2400	EIFS - Value Engineering	Closed	4/24/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
28	09 2400	Cement Plaster	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
29	09 2900	Gypsum Board	Closed	12/29/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/29/2016 8:00:00 AM
30	09 3000	Tile Samples	Closed	1/4/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/5/2017 8:00:00 AM
25	09 3000	Tile	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/30/2016 8:00:00 AM
21	09 5100	Acoustical Ceiling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
3	09 5100	Acoustical Ceilings	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
68	09 6500	Resilient Flooring	Closed	3/23/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	3/27/2017 7:00:00 AM
66R	09 6500	Resilient Sheet Athletic Flooring - Samples	Closed	4/7/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/7/2017 7:00:00 AM
66	09 6560	Resilient Sheet Athletic Flooring Samples	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Make Corrections Noted	3/20/2017 7:00:00 AM
64	09 6560	Resilient Sheet Athletic Flooring	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
19	09 7720	Vinyl Covered Tackboard Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
4	09 7720	Vinyl-Covered Tackboard Panels	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
20	09 7730	Fiberglass Reinforced Paneling Color Samples	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/22/2016 8:00:00 AM
5	09 7730	Fiberglass Reinforced Paneling	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
2	09 8435	Sound Absorbing Ceiling Units (Tectum)	Closed	12/15/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/15/2016 8:00:00 AM
63	09 9100	Painting	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/6/2017 8:00:00 AM
62	09 9100	Paint Samples (Brush Outs)	Closed	3/6/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	3/8/2017 8:00:00 AM
55	10 1400	Signage Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	7/31/2017 7:00:00 AM
1R	10 1400	Plaque & Sign Requirement Change	Closed	8/9/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	8/10/2017 7:00:00 AM
1	10 1400	Signage and Plaque	Closed	12/15/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	7/31/2017 7:00:00 AM
1R2	10 1410	Plaque	Closed	8/22/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	8/22/2017 7:00:00 AM
22	10 2120	Composite Toilet Compartments	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
40	10 2240	Folding Panel Partition Samples	Closed	1/20/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/23/2017 8:00:00 AM
37	10 2240	Folding Panel Partitions	Closed	1/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	1/18/2017 4:00:00 PM
23	10 2810	Toilet Accessories	Closed	12/23/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/27/2016 8:00:00 AM
13	10 4400	Fire Protection Specialties	Closed	12/21/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	12/21/2016 8:00:00 AM
27	11 4000	Food Service Equipment	Closed	12/29/2016 4:00:00 PM	Responded and Closed - Make Corrections Noted	1/5/2017 4:00:00 PM
16	11 5210	Projection Screens	Closed	12/21/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	12/22/2016 8:00:00 AM
26	11 6140	Stage Curtains	Closed	12/29/2016 8:00:00 AM	Responded and Closed - Make Corrections Noted	1/24/2017 8:00:00 AM
58	11 6620	Scoreboard & Gymnasium Color Samples	Closed	2/17/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	4/24/2017 7:00:00 AM
57	11 6620	Gymnasium Equipment	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/24/2017 8:00:00 AM
52	11 6640	Interior Scoreboards	Closed	2/10/2017 4:00:00 PM	Responded and Closed - Make Corrections Noted	4/24/2017 7:00:00 AM
77	12 5625	Built-In Folding Tables	Closed	3/29/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
48	14 4210	Vertical Wheelchair Lifts	Closed	2/3/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/6/2017 8:00:00 AM
82	21 0000	Fire Sprinkler System - Product Data	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/19/2017 7:00:00 AM
59	21 0000	Fire Sprinkler System	Closed	2/20/2017 8:00:00 AM	Responded and Closed - Rejected	2/21/2017 8:00:00 AM
39.2	22 0000	Plumbing	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Rejected	6/20/2017 7:00:00 AM
39.1	22 0000	Plumbing	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/24/2017 8:00:00 AM
39	22 0000	Plumbing	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	1/26/2017 8:00:00 AM
38.2	22 0000	Plumbing - Site	Closed	9/19/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	9/26/2017 7:00:00 AM
38.1	22 0000	Plumbing - Site	Closed	3/2/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	3/13/2017 7:00:00 AM
38	22 0000	Plumbing - Site	Closed	1/18/2017 8:00:00 AM	Responded and Closed - Partial Resubmittal	1/26/2017 8:00:00 AM

54.3	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/17/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/21/2017 7:00:00 AM
54.2	23 0000	Heating, Ventilating and Air Conditioning	Closed	7/11/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	7/12/2017 7:00:00 AM
54.1	23 0000	Heating, Ventilating and Air Conditioning	Closed	3/21/2017 7:00:00 AM	Responded and Closed - Partial Resubmittal	3/27/2017 7:00:00 AM
54	23 0000	Heating, Ventilating and Air Conditioning	Closed	2/15/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/24/2017 8:00:00 AM
67	26 6000	Dimming System Lighting	Closed	4/11/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/13/2017 7:00:00 AM
45	26 6000	Arc Flash Hazard Study and Short Circuit & Protective Devices Coordination Study	Closed	1/31/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/2/2017 8:00:00 AM
6.1	26 6000	Electrical Power	Closed	2/9/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/14/2017 8:00:00 AM
6	26 6000	Electrical Power	Closed	12/15/2016 8:00:00 AM	Responded and Closed - Partial Resubmittal	2/6/2017 8:00:00 AM
33	26 7000	General Electrical	Closed	1/6/2017 8:00:00 AM	Responded and Closed - Make Corrections Noted	2/2/2017 8:00:00 AM
24	26 7000	Lighting	Closed	12/23/2016 8:00:00 AM	Responded and Closed - No Exceptions Taken	1/3/2017 8:00:00 AM
71.1	27 1000	Structured Cabling	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
71	27 1000	Structured Cabling	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
72	27 4000	Assisted Listening System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	4/17/2017 7:00:00 AM
70.1	27 7000	Intercom Paging System	Closed	5/9/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	5/22/2017 7:00:00 AM
70	27 7000	Intercom Paging System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Revise and Resubmit	4/17/2017 7:00:00 AM
73	27 9000	Burglar Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Rejected	4/17/2017 7:00:00 AM
69	28 3100	Fire Alarm System	Closed	3/28/2017 7:00:00 AM	Responded and Closed - Make Corrections Noted	4/14/2017 7:00:00 AM
56	32 1720	Pavement Marking	Closed	2/17/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/20/2017 8:00:00 AM
81	32 1725	Tactile Warning Surfaces	Closed	7/6/2017 7:00:00 AM	Responded and Closed - No Exceptions Taken	7/6/2017 7:00:00 AM
51	32 3110	Gate Operator & Controls	Closed	2/15/2017 4:00:00 PM	Responded and Closed - No Exceptions Taken	2/21/2017 4:00:00 PM
50.1	32 3115	Chain Link Fences and Gates	Closed	2/13/2017 8:00:00 AM	Responded and Closed - No Exceptions Taken	2/14/2017 8:00:00 AM
50	32 3115	Chain Link Fences and Gates	Closed	2/10/2017 8:00:00 AM	Responded and Closed - Revise and Resubmit	2/10/2017 8:00:00 AM

## Request for Information Report - All

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

Prepared On: 10/30/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
97	Flooring Pattern	Open	10/27/2017 7:00:00 AM	Forwarded - To Answer	
67	Existing vault, West side of Building	Open	9/5/2017 7:00:00 AM	Received - Request For Information	
96	Plaque Location	Closed	10/26/2017 7:00:00 AM	Responded and Closed - Answered	10/30/2017 7:00:00 AM
95	AV Speakers	Closed	10/18/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
94	EIFS Reveals and Expansion Joints Clarification	Closed	10/16/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
93	Projector Electrical and Conduit	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
92	Ceiling Diffusers Room 813	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/17/2017 7:00:00 AM
91	Full Height Sheet Rock at Fire Walls	Closed	10/13/2017 7:00:00 AM	Responded and Closed - Answered	10/16/2017 7:00:00 AM
90	Transition From Roofing to EIFS and Plaster	Closed	10/6/2017 7:00:00 AM	Responded and Closed - Answered	10/13/2017 7:00:00 AM
89	Recessed Lights in Conflict with Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
88	Projection Screen	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
87	Stage Track Lighting Conflict	Closed	10/5/2017 7:00:00 AM	Responded and Closed - Answered	10/6/2017 7:00:00 AM
86	Electrical to Trap Primer Room 808	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85.1	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/4/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
85	24in Duct Interference With Hanger and Splay Wires on Large Suspended Ceiling	Closed	10/3/2017 7:00:00 AM	Closed - Void	
84	Branch Lines in Main Area	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/5/2017 7:00:00 AM
83	UPS System	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/19/2017 7:00:00 AM
82	Delete Gyp Sheathing on Plaster Ceilings	Closed	10/2/2017 7:00:00 AM	Responded and Closed - Answered	10/2/2017 7:00:00 AM
81	Outside Speaker Box Locations	Closed	9/27/2017 7:00:00 AM	Responded and Closed - Answered	10/12/2017 7:00:00 AM
80	Sprinkler Heads at Adjoining Piping	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
79	Pendant Sprinklers	Closed	9/26/2017 7:00:00 AM	Responded and Closed - Answered	9/27/2017 7:00:00 AM
78	Soffit Vent Dimensions	Closed	10/3/2017 7:00:00 AM	Responded and Closed - Answered	10/3/2017 7:00:00 AM
77	Finish Plaster Color Notation	Closed	9/22/2017 7:00:00 AM	Responded and Closed - Answered	9/22/2017 7:00:00 AM
76	Soffit Vent Dimension	Closed	9/21/2017 7:00:00 AM	Responded and Closed - Answered	9/21/2017 7:00:00 AM
75	Exterior Lights at Snack Bar	Closed	9/20/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
74	Pot Filler Faucet Mounting on S.S. Plenum	Closed	9/18/2017 7:00:00 AM	Responded and Closed - Answered	9/20/2017 7:00:00 AM
73	Beam Clamp Support at Roof for Fire Sprinklers	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
72	Branch Line in Main Area	Closed	9/11/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
71	Smoke Detectors in Room 809	Closed	9/7/2017 7:00:00 AM	Responded and Closed - Answered	9/18/2017 7:00:00 AM
70	Tectum height in Room 809	Closed	9/6/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
69	Wall mounted pipe hanger detail	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/12/2017 7:00:00 AM
68	Fire treated plywood ledger at fire walls	Closed	9/5/2017 7:00:00 AM	Responded and Closed - Answered	9/6/2017 7:00:00 AM
66	Simpson FCB Attachment to C-Channel at Exterior Soffit Drops	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
65	Control Joints in EIFS & Plaster	Closed	8/28/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
64	Acoustic Ceiling Change	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/28/2017 7:00:00 AM
63	Full Height Walls at Restroom	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/29/2017 7:00:00 AM
62	PT Attachment at CMU	Closed	8/23/2017 7:00:00 AM	Responded and Closed - Answered	8/24/2017 7:00:00 AM
61	Tamper Switch	Closed	8/16/2017 7:00:00 AM	Responded and Closed - Answered	8/21/2017 7:00:00 AM
60	Scoreboard and Sports Equipment Clarifications	Closed	8/10/2017 7:00:00 AM	Responded and Closed - Answered	8/15/2017 7:00:00 AM
59	Embed Bolts at GL B	Closed	7/26/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
58	Mechanical Units Change	Closed	7/25/2017 7:00:00 AM	Responded and Closed - Answered	7/25/2017 7:00:00 AM

57	Embed Bolt Fix	Closed	7/21/2017 7:00:00 AM	Responded and Closed - Answered	7/27/2017 7:00:00 AM
56	Missed Embed	Closed	7/12/2017 7:00:00 AM	Responded and Closed - Answered	7/20/2017 7:00:00 AM
55	Roof Decking Hilti Pins	Closed	7/7/2017 7:00:00 AM	Responded and Closed - Answered	7/10/2017 7:00:00 AM
54	Missed Embed	Closed	6/19/2017 7:00:00 AM	Responded and Closed - Answered	6/20/2017 7:00:00 AM
53	CMU Clarification	Closed	6/16/2017 7:00:00 AM	Responded and Closed - Answered	6/16/2017 7:00:00 AM
52	Existing Solar Underground Piping	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
51	SCE Service Yard Issue	Closed	6/12/2017 7:00:00 AM	Responded and Closed - Answered	6/13/2017 7:00:00 AM
50	18in Storm Drain Conflict with Exiting 8in Sewer	Closed	6/6/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
49	90 Out of Top of Wall Grid Line 4	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/1/2017 7:00:00 AM
48	Walk-In Condenser Location	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/6/2017 7:00:00 AM
47	Beam Pocket	Closed	5/30/2017 7:00:00 AM	Responded and Closed - Answered	5/31/2017 7:00:00 AM
46	High Lift Grout	Closed	5/31/2017 7:00:00 AM	Responded and Closed - Answered	6/2/2017 7:00:00 AM
45	Duct in Room 819	Closed	5/25/2017 7:00:00 AM	Responded and Closed - Answered	5/25/2017 7:00:00 AM
44	Lobby J Boxes	Closed	5/24/2017 7:00:00 AM	Responded and Closed - Answered	5/24/2017 7:00:00 AM
43	HVAC Duct Penetration at CMU	Closed	5/23/2017 7:00:00 AM	Responded and Closed - Answered	5/23/2017 7:00:00 AM
42	Intrusion Alarm Siren Back Box Requirements	Closed	5/18/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
41	Data Outlet in New Freezer Box	Closed	5/17/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
40	Rebar In Lieu Of Mesh At Stage Slab	Closed	5/16/2017 7:00:00 AM	Responded and Closed - Answered	5/18/2017 7:00:00 AM
39	Full Height Walls in Lieu of Braced Off Walls	Closed	5/10/2017 7:00:00 AM	Responded and Closed - Answered	5/15/2017 7:00:00 AM
38	Low Voltage Sleeves	Closed	5/9/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
37	Game Lines for Basketball Court	Closed	5/5/2017 7:00:00 AM	Responded and Closed - Answered	5/8/2017 7:00:00 AM
36	Stage Floor Box Mounting	Closed	5/4/2017 7:00:00 AM	Responded and Closed - Answered	5/4/2017 7:00:00 AM
35	Box Height for Clock Speaker Combo Boxes	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
34R	Electrical Fly Fans Rough In Info & Outside Light Conflict	Closed	5/8/2017 7:00:00 AM	Responded and Closed - Answered	5/22/2017 7:00:00 AM
34	Electrical Fly Fans Rough In Inco & Outside Light Conflict	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
33	Electrical Symbol A on T Sheets	Closed	5/2/2017 7:00:00 AM	Responded and Closed - Answered	5/2/2017 7:00:00 AM
32	Columns on Grid 4	Closed	4/26/2017 7:00:00 AM	Responded and Closed - Answered	4/27/2017 7:00:00 AM
31	Submittal #58 & #52 Scoreboard	Closed	4/25/2017 7:00:00 AM	Responded and Closed - Answered	4/25/2017 7:00:00 AM
30	Shop Drawing Clarification	Closed	4/20/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
29.1	Bent Plate Welds	Closed	4/21/2017 7:00:00 AM	Responded and Closed - Answered	4/24/2017 7:00:00 AM
29	Bent Plate Welds	Closed	4/19/2017 7:00:00 AM	Responded and Closed - Answered	4/20/2017 7:00:00 AM
28	Switch Boxes in South Wall Room 823	Closed	4/13/2017 7:00:00 AM	Responded and Closed - Answered	4/13/2017 7:00:00 AM
27	Folding Panel Steel Dimensions	Closed	4/5/2017 7:00:00 AM	Responded and Closed - Answered	4/7/2017 7:00:00 AM
26	Smoke Vent Location	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/4/2017 7:00:00 AM
25	Steel Connection Plate	Closed	4/4/2017 7:00:00 AM	Responded and Closed - Answered	4/6/2017 7:00:00 AM
24	Clarification Face of Web to Center of Holes	Closed	3/31/2017 7:00:00 AM	Responded and Closed - Answered	4/3/2017 7:00:00 AM
23	Data Pull Boxes	Closed	3/30/2017 7:00:00 AM	Responded and Closed - Answered	4/10/2017 7:00:00 AM
22	Steel Clarifications Mill Cert	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/27/2017 7:00:00 AM
21	URGENT Stage Floor Structural Backfill	Closed	3/27/2017 7:00:00 AM	Responded and Closed - Answered	3/28/2017 7:00:00 AM
20	Sloped Shear Plate	Closed	3/20/2017 7:00:00 AM	Responded and Closed - Answered	3/22/2017 7:00:00 AM
19	Grout Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
18	Beam Pocket	Closed	3/16/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
17	Abandoned Concrete Tank	Closed	3/15/2017 7:00:00 AM	Responded and Closed - Answered	3/16/2017 7:00:00 AM
16R	Storm Drain Conflict	Closed	3/15/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM
16	Storm Drain Conflict	Closed	3/14/2017 7:00:00 AM	Responded and Closed - Answered	3/15/2017 7:00:00 AM
15	Abandoned Concrete Vault	Closed	3/13/2017 2:00:00 PM	Responded and Closed - Answered	3/20/2017 7:00:00 AM

14	Treads	Closed	2/17/2017 8:00:00 AM	Responded and Closed - Answered	2/28/2017 8:00:00 AM
13	Garbage Disposal Line	Closed	2/16/2017 8:00:00 AM	Responded and Closed - Answered	2/21/2017 8:00:00 AM
12	NLSL Meaning	Closed	2/1/2017 8:00:00 AM	Responded and Closed - Answered	2/1/2017 8:00:00 AM
11	Fixture F Safety Wire	Closed	1/27/2017 8:00:00 AM	Responded and Closed - Answered	1/31/2017 8:00:00 AM
10	Floor Box Clarification	Closed	1/27/2017 4:00:00 PM	Responded and Closed - Answered	1/30/2017 4:00:00 PM
9	Door Undercut	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
8	Service Yard Trash Enclosure	Closed	1/11/2017 8:00:00 AM	Responded and Closed - Answered	1/11/2017 8:00:00 AM
7	Construction Joints	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
6	Edge Shovel Footing Detail Change	Closed	1/4/2017 8:00:00 AM	Responded and Closed - Answered	1/5/2017 8:00:00 AM
5	Christy Box SB1 & SB2 Sizes	Closed	12/22/2016 8:00:00 AM	Responded and Closed - Answered	12/23/2016 8:00:00 AM
4	Basketball Control Panel	Closed	12/20/2016 8:00:00 AM	Responded and Closed - Answered	12/21/2016 8:00:00 AM
3	Panel RM 817 Power & Data Layouts	Closed	12/20/2016 4:00:00 PM	Responded and Closed - Answered	12/21/2016 4:00:00 PM
2	Moisture Barrier Discrepancy	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/20/2016 8:00:00 AM
1	CMU Wall Footing Change	Closed	12/16/2016 8:00:00 AM	Responded and Closed - Answered	12/27/2016 8:00:00 AM

# BULLETIN LOG

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



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

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
36	N	---	---	SWPPP Inspections - July/August 2017 <b>Reason:</b> Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment <b>Reason:</b> Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 <b>Reason:</b> Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins <b>Reason:</b> Plan Omission	22	9.8.17	\$2,424.41	0	\$2,424.41	0	Owner approved 10.2.17.	4	10.02.17
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault <b>Reason:</b> Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	10.02.17
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities <b>Reason:</b> Unforeseen Condition	24	9.13.17	\$14,288.35	0	\$0.00	0	<i>Pending Owner Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering	31	10.4.17	\$5,659.12	0	\$0.00	0	Rejected 10.4.17, this Bulletin is being revised.		
42R1	N	PR	10.13.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling <b>Reason:</b> Value Engineering	31R	10.17.18	\$1,354.75	0	\$0.00	0	DSA approved 10.9.17. <b>R&amp;R 10.18.17.</b>		
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 <b>Reason:</b> Recognition of Error	29	10.2.17	\$827.92	0	\$827.92	0	Owner approved 10.3.17.	4	10.02.17
44	N	---	---	SWPPP Inspections - August/September 2017 <b>Reason:</b> Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	10.02.17
45	N	---	---	Revise layout of room 820 and provide utility connections for washer/dryer (dryer vent cost), See Bulletin 3 <b>Reason:</b> Engineer Omission	27	10.2.17	\$971.56	0	\$971.56	0	Owner approved 10.6.17.	5	
46	N	---	---	Reroute the duct work on the stage at the smoke vent <b>Reason:</b> Field Condition	28	10.2.17	\$649.78	0	\$0.00	0	Rejected 10.12.17.	---	---
47	Y	PR	10.2.17	Revise the gym tall soffit strongback detail (XS-8) <b>Reason:</b> Recognition of Omission/Error	33	10.12.17	\$6,700.05	0	\$6,700.05	0	DSA approved 10.2.17. Owner approved 10.16.17.	5	
48	Y	SI	10.2.17	Revise furred wall anchorage at the kitchen (XS-9) <b>Reason:</b> Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 10.2.17.	---	---
49	Y	PR	10.12.17	Revised soffit framing at duct penetrations in room 809 (XS-10 & XS-11) <b>Reason:</b> Field Condition	34	10.17.18	\$1,667.32	0	\$1,667.32	0	DSA approved 10.12.17. Owner approved 10.18.17.	5	
50	Y	SI	10.11.17	RFI 85.1 - Revised soffit framing detail at stage (XS-12) <b>Reason:</b> Field Condition			\$0.00	0	\$0.00	0	DSA approved 10.9.17.		

Bulletin (B)				Cost Order Request (COR)						Change Order (CO)			
Bulletin Number	DSA	Type	Date issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
51	N	PR	10.23.17	Provide the bleachers formerly removed from the project through value engineering <b>Reason:</b> Owner Request			\$0.00	0	\$0.00	0			
52	N	PR		Site revisions based on the future "Phase 2/3" work <b>Reason:</b> Owner Request			\$0.00	0	\$0.00	0			
<b>Total Accepted Cost Impact →</b>									\$ 49,974.33	46	<b>← Total Accepted Time Impact</b>		

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

### **6.2 Athletic Team Coach Certification Update**

**Tipton Elementary School District-Temporary Coaches Certification**

Name	Sport	First Aid	CPR	Coaching Theory and Techniques					Rules & Regs	Child/Adol Psycho	Certification Date
				College Course	In-Service Prog	Prior Service as Assistant	Prior Coaching in Youth Sports	Prior HS Coach or Higher			
Leecia Rocha	Volleyball	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Michelle Nuckols	Volleyball	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Jason Marroquin	Football	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Tim Starling	Football	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Leecia Rocha	Soccer	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Gina Manfredi	Soccer	10/11/2017	9/27/2017			x			Yes	C	11/7/2017
Jason Marroquin	Soccer	10/11/2017	8/23/2017			x			Yes	C	11/7/2017
Mike Pharis	Soccer	10/11/2017	8/23/2017			x			Yes	C	11/7/2017

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

### **6.3 Stakeholder Survey Results**



## *Have you heard?*

*We have just completed Year 3 of our Local Control Accountability Plan (LCAP) and we accomplished these goals:*

### **Goals 1, 2, 3**

#### *Improving Student Achievement*

- STEM Enrichment for grades 1st-5th
- Field trips to enhance student learning
- Purchase of leveled readers to instruct each student at their reading level

### **Goal 4**

#### *Improving Attendance*

- Provide additional 1-1 counselling support
- Communication and support for families who are chronically absent from school

### **Goal 5**

#### *Parent Participation*

- Access to Parent Portal in grades 6th-8th to provide access to their child's data.

### **Goal 6 & 7**

#### *Broad Range of Study & Class Size*

- Began construction of the multipurpose room
- Maintained 24:1 class sizes in most grade levels



# TIPTON ELEMENTARY SCHOOL DISTRICT



## Local Control Accountability Plan (LCAP)

Your feedback is important to us. We want to create programs and offer services that will best reflect the needs of our entire community. Please give examples of programs you would like the district to continue or a new idea or program that you would like to see implemented here at Tipton Elementary!

I am a

Parent

Classified Staff

Student

Certificated Staff

Community Member

Board Member

I

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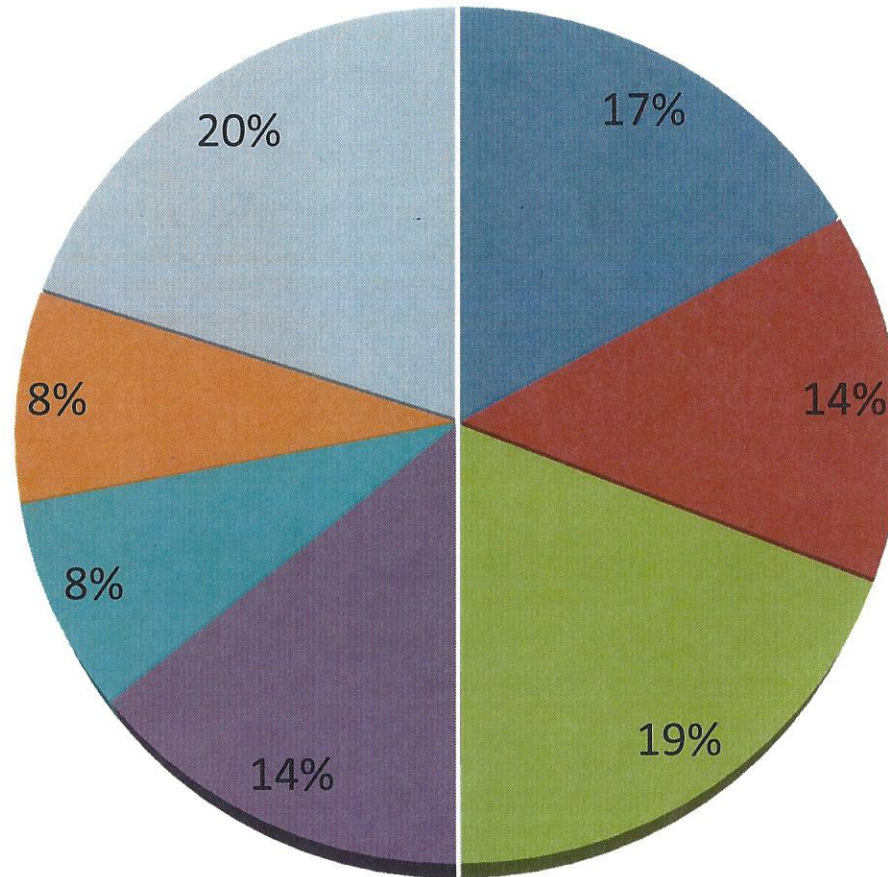


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*Please return this survey to the school office. Thank you for your feedback and involvement!*



## Tipton Elementary Spring 2017 Stakeholder Survey Results



■ Happy with school programs

■ Tutoring

■ Art Electives/PE

■ Adult Ed/English Classes

■ Safety

■ Field Trips

■ Misc.

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

### **7.1 Quarterly Board Policy Updates – Informational**

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

**BP 0400 - Comprehensive Plans**

(BP revised)

Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

**BP/AR 0460 - Local Control and Accountability Plan**

(BP/AR revised)

Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

**BP 0500 - Accountability**

(BP revised)

Policy updated to reflect the new state accountability system (the California School Dashboard), which consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.

**BP/AR 0520.2 - Title I Program Improvement Schools**

(BP/AR deleted)

Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

**BP 0520.3 - Title I Program Improvement Districts**

(BP deleted)

Policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

**BP/AR 1113 - District and School Web Sites**

(BP/AR revised)

Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including **NEW LAW (AB 2799, 2016)** which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect **NEW LAW (AB 2257, 2016)** which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.

## **POLICY GUIDE SHEET**

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### **BP 3280 - Sale or Lease of District-Owned Real Property**

(BP revised)

Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to **NEW LAW (AB 1157, 2017)**. Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

### **BP 3513.4 - Drug and Alcohol Free Schools**

(BP added)

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects **NEW LAW (Proposition 64, 2016)** which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

### **AR 3515.6 - Criminal Background Checks for Contractors**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 949, 2017)** which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.

### **BP 4140/4240/4340 - Bargaining Units**

(BP revised)

Policy updated to reflect **NEW LAW (SB 285, 2017)** which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects **NEW LAW (AB 119, 2017)** which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).

### **BP/AR 5113.1 - Chronic Absence and Truancy**

(BP/AR revised)

Policy updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems, and delete section on "School Attendance Review Board" since that material is now covered in BP/AR 5113.12 - District School Attendance Review Board. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision.

### **AR 5113.11 - Attendance Supervision**

(AR added)

New regulation addresses the appointment of a district attendance supervisor and reflects **NEW LAW (AB 2815, 2016)** which expresses the Legislature's intent that the attendance supervisor fulfill specified duties.

## **POLICY GUIDE SHEET**

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### **BP/AR 5113.12 - District School Attendance Review Board**

(BP/AR added)

New policy and regulation are for use by districts that have established their own local school attendance review board (SARB), and reflect the basic purposes, functions, and operations of the SARB.

### **BP/AR 5117 - Interdistrict Attendance**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects **NEW LAW (SB 344, 2017)** which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect **NEW LAW (AB 2659, 2016)** which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer.

### **AR 5125.2 - Withholding Grades, Diploma or Transcripts**

(AR revised)

Regulation updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Regulation also clarifies the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another.

### **BP 5131.6 - Alcohol and Other Drugs**

(BP revised)

Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms.

### **E 5131.63 - Steroids**

(E deleted)

Exhibit deleted since the California Interscholastic Federation provides the sample agreement that student athletes and parents/guardians must sign to promise that the student will not use steroids or banned dietary supplements.

### **BP/AR 6020 - Parent Involvement**

(BP/AR revised)

Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.

## **POLICY GUIDE SHEET**

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### **AR 6112 - School Day**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period.

### **BP 6153 - School-Sponsored Trips**

(BP revised)

Policy updated to reflect **NEW LAW (AB 341, 2017)** which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

### **BP 6170.1 - Transitional Kindergarten**

(BP revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

### **AR 6173.1 - Education for Foster Youth**

(AR revised)

Regulation updated to reflect the Every Student Succeeds Act, which amends the definition of a foster youth's "best interest" and requires districts and child welfare agencies to come to an agreement as to how transportation will be provided to enable foster youth to attend their school of origin.

### **BP/AR 6173.2 - Education of Children of Military Families**

(BP/AR revised)

Policy updated to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Policy also adds optional language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Regulation updated to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to **NEW LAW (AB 365, 2017)**. Regulation also reflects **NEW LAW (SB 455, 2017)** which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and **NEW LAW (AB 2659, 2016)** which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

**COMPREHENSIVE PLANS**

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

- (cf. 0000 - Vision)*
- (cf. 0200 - Goals for the School District)*
- (cf. 0430 - Comprehensive Local Plan for Special Education)*
- (cf. 0440 - District Technology Plan)*
- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 0460 - Local Control and Accountability Plan)*
- (cf. 0500 - Accountability)*
- (cf. 1112 - Media Relations)*
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)*
- (cf. 3543 - Transportation Safety and Emergencies)*
- (cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*
- (cf. 6171 - Title I Programs)*
- (cf. 7110 - Facilities Master Plan)*

The process for developing comprehensive plans shall include broad participation of school and community representatives. Committees may, and when required by law shall, be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board.

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 2230 - Representative and Deliberative Groups)*
- (cf. 6020 - Parent Involvement)*
- (cf. 9130 - Board Committees)*

School-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans. School plans shall be subject to review and approval of the Superintendent or designee, except when law or Board policy requires Board approval of the plan.

- (cf. 0420 - School Plans/Site Councils)*

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

*Legal Reference: (see next page)*

**COMPREHENSIVE PLANS** (continued)

*Legal Reference:*

EDUCATION CODE

32280-32289 *School safety plans*

35035 *Powers and duties of the superintendent*

35291 *Rules (power of governing board)*

39831.3 *Transportation safety plan*

52060-52077 *Local control and accountability plan*

56195-56195.10 *Comprehensive local plans for special education*

56205-56208 *Requirements for special education plan*

64001 *Single school plan for student achievement, consolidated application programs*

CODE OF REGULATIONS, TITLE 5

560 *Civil defense and disaster preparedness plans*

UNITED STATES CODE, TITLE 20

6312 *Local educational agency plan*

*Management Resources:*

WEB SITES

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



**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

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

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Learners)*

*Numerically significant student subgroups* include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6173 - Education for Homeless Children)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 7110 - Facilities Master Plan)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

### **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 6020 - Parent Involvement)*

### **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

### **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### **Technical Assistance/Intervention**

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities, and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the SPI identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

*Legal Reference:*EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

*Legal Reference continued: (see next page)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 5

15494-15497 *Local control and accountability plan and spending requirements*

UNITED STATES CODE, TITLE 20

6312 *Local educational agency plan*

6826 *Title III funds, local plans*

*Management Resources:*

CSBA PUBLICATIONS

*Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016*

*LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*California School Dashboard*

*LCFF Frequently Asked Questions*

*Local Control and Accountability Plan and Annual Update (LCAP) Template*

*Family Engagement Framework: A Tool for California School Districts, 2014*

*California Career Technical Education Model Curriculum Standards, 2013*

*California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013*

*California Common Core State Standards: Mathematics, rev. 2013*

*California English Language Development Standards, 2012*

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

**Goals and Actions Addressing State and Local Priorities**

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Learners)*

c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6173.1 - Education for Foster Youth)*

d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

*(cf. 0500 - Accountability)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*  
*(cf. 6178 - Career Technical Education)*

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6146.1 - High School Graduation Requirements)*

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

*(cf. 5137 - Positive School Climate)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*



**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

*(cf. 6143 - Courses of Study)*

*(cf. 6159 - Individualized Education Program)*

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

- 2. Any goals identified for any local priorities established by the Board.

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

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

*(cf. 0510 - School Accountability Report Card)*

**Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

**Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

**Availability of the Plan**

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

*(cf. 1113 - District and School Web Sites)*

**ACCOUNTABILITY**

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

*(cf. 0000 - Vision)*

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

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 2140 - Evaluation of the Superintendent)*

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

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*(cf. 9400 - Board Self-Evaluation)*

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians,

**ACCOUNTABILITY** (continued)

staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*Legal Reference: (see next page)*

## ACCOUNTABILITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*

33400-33407 *California Department of Education evaluation of district programs*

44660-44665 *Evaluation of certificated employees*

51041 *Evaluation of the educational program*

52052-52052.1 *Public school performance accountability program*

52060-52077 *Local control and accountability plan*

56366 *Nonpublic, nonsectarian schools*

60640-60649 *California Assessment of Student Performance and Progress*

#### CODE OF REGULATIONS, TITLE 5

1068-1074 *Alternative schools accountability model, assessments*

15440-15464 *Standards and criteria for fiscal accountability*

#### UNITED STATES CODE, TITLE 20

6311 *Accountability, state plan*

6312 *Local educational agency plan*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.12-200.24 *State accountability system*

200.30-200.48 *State and LEA report cards and plans*

### *Management Resources:*

#### WEB SITES

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

California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>

California School Dashboard: <http://www.caschooldashboard.org>

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

**DISTRICT AND SCHOOL WEB SITES**

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

*(cf. 0000 - Vision)*

*(cf. 0440 - District Technology Plan)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6020 - Parent Involvement)*

**Design Standards**

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

**Web Site Content**

The Superintendent or designee shall develop content guidelines for district and school web sites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

*(cf. 1325 - Advertising and Promotion)*

**Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

*(cf. 1340 - Access to District Records)*

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

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

**DISTRICT AND SCHOOL WEB SITES** (continued)

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

*(cf. 5125.1 - Release of Directory Information)*

**OPTION 2:** Photographs of individual students shall not be published on district or school web sites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

*(cf. 3515.3 - District Police/Security Department)*

*Legal Reference: (see next page)*



## **DISTRICT AND SCHOOL WEB SITES (continued)**

### *Legal Reference:*

#### EDUCATION CODE

- 35182.5 *Contracts for advertising*
- 35258 *Internet access to school accountability report cards*
- 48907 *Exercise of free expression; rules and regulations*
- 48950 *Speech and other communication*
- 49061 *Definitions, directory information*
- 49073 *Release of directory information*
- 60048 *Commercial brand names, contracts or logos*

#### BUSINESS AND PROFESSIONS CODE

- 22580-22582 *Digital privacy*
- 22584-22585 *Student Online Personal Information Protection Act*
- 22586 *Preschool and prekindergarten privacy*

#### GOVERNMENT CODE

- 3307.5 *Publishing identity of public safety officers*
- 6254.21 *Publishing addresses and telephone numbers of officials*
- 6254.24 *Definition of public safety official*
- 11135 *Nondiscrimination; accessibility to state web sites*

#### PENAL CODE

- 14029.5 *Prohibition against publishing personal information of person in witness protection program*

#### UNITED STATES CODE, TITLE 17

- 101-122 *Subject matter and scope of copyright*
- 504 *Penalties for copyright infringement*

#### UNITED STATES CODE, TITLE 20

- 1232g *Federal Family Educational Rights and Privacy Act*

#### UNITED STATES CODE, TITLE 29

- 705 *Definitions; Vocational Rehabilitation Act*
- 794 *Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites*

#### UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

- 312.1-312.12 *Children's Online Privacy*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 *Family Educational Rights and Privacy*

- 104.1-104.61 *Nondiscrimination on the basis of disability*

#### COURT DECISIONS

- City of San Jose v. Superior Court*, (2017) 2 Cal.5th 608

- Aaris v. Las Virgenes Unified School District*, (1998) 64 Cal.App.4th 1112

*Management Resources: (see next page)*

## DISTRICT AND SCHOOL WEB SITES (continued)

### *Management Resources:*

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

*Dear Colleague Letter, May 26, 2011*

*Joint Dear Colleague Letter: Electronic Book Readers, June 2010*

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

*Accessibility of State and Local Government Websites to People with Disabilities, June 2003*

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines, December 2008*

WEB SITES

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

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Education, Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy  
adopted:  
**Community Relations**

CSBA MANUAL MAINTENANCE SERVICE  
October 2017  
AR 1113(a)

**DISTRICT AND SCHOOL WEB SITES**

## **Design Standards**

The Superintendent or designee shall develop design standards for district and school web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

## **Web Site Content**

As applicable, district and school web sites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

*(cf. 0440 - District Technology Plan)*  
*(cf. 0510 - School Accountability Report Card)*  
*(cf. 1100 - Communication with the Public)*  
*(cf. 9322 - Agenda/Meeting Materials)*

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets

## **DISTRICT AND SCHOOL WEB SITES** (continued)

the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

### **Roles and Responsibilities**

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall review district and school web sites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

### **Security**

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
October 2017

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY**

The Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7160 - Charter School Facilities)*

The Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 17387-17391)

*(cf. 1220 - Citizen Advisory Committees)*

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

## **SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY** (continued)

### **Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

*(cf. 9320 - Meetings and Notices)*  
*(cf. 9323.2 - Actions by the Board)*

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

### **Acceptance/Rejection of Bids**

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY** (continued)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

*(cf. 1431 - Waivers)*

**Use of Proceeds**

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

*(cf. 3100 - Budget)*

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

*Legal Reference: (see next page)*

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**

*Legal Reference:*

EDUCATION CODE

17219-17224 *Acquisition of property not utilized as school site; nonuse payments; exemptions*  
17230-17234 *Surplus property*  
17385 *Conveyances to and from school districts*  
17387-17391 *Advisory committees for use of excess school facilities*  
17400-17429 *Leasing property*  
17430-17447 *Leasing facilities*  
17453 *Lease of surplus district property*  
17455-17484 *Sale or lease of real property, especially:*  
17462.3 *State Allocation Board program to reclaim funds*  
17485-17500 *Surplus school playground (Naylor Act)*  
17515-17526 *Joint occupancy*  
17527-17535 *Joint use of district facilities*  
33050 *Requ*  
38130-38139 *Civic Center Act*

GOVERNMENT CODE

50001-50002 *Definitions*  
54220-54232 *Surplus land, especially:*  
54222 *Offer to sell or lease property*  
54950-54963 *Brown Act, especially:*  
54952 *Legislative body, definition*

PUBLIC RESOURCES CODE

21000-21177 *California Environmental Quality Act*

CODE OF REGULATIONS, TITLE 2

1700 *Definitions related to surplus property*

COURT DECISIONS

*San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Closing a School Best Practices Guide*

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

*Unused Site Program Handbook, December 2015*

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>



**DRUG AND ALCOHOL FREE SCHOOLS**

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

*(cf. 1325 - Advertising and Promotion)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 4159/4259/4359 - Employee Assistance Programs)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 6142.8 - Comprehensive Health Education)*

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

*(cf. 1330 - Use of School Facilities)*  
*(cf. 1330.1 - Joint Use Agreements)*

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

*(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)*

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

**Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

**DRUG AND ALCOHOL FREE SCHOOLS (continued)**

*(cf. 1250 - Visitors/Outsiders)*  
*(cf. 3515.2 - Disruptions)*  
*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*  
*(cf. 5145.12 - Search and Seizure)*

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*  
*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*  
*(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)*  
*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5131 - Conduct)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*

*Legal Reference: (see next page)*

**DRUG AND ALCOHOL FREE SCHOOLS (continued)**

*Legal Reference:*

EDUCATION CODE

- 44940 *Compulsory leave of absence for certificated persons*
- 44940.5 *Procedures when employees are placed on compulsory leave of absence*
- 45123 *Employment after conviction of controlled substance offense*
- 45304 *Compulsory leave of absence for classified persons*
- 48900 *Suspension or expulsion (grounds)*
- 48900.5 *Suspension, limitation on imposition; exception*
- 48901 *Smoking or use of tobacco prohibited*
- 48901.5 *Prohibition of electronic signaling devices*
- 48902 *Notification of law enforcement authorities; civil or criminal immunity*
- 48909 *Narcotics or other hallucinogenic drugs*
- 48915 *Expulsion; particular circumstances*

BUSINESS AND PROFESSIONS CODE

- 25608 *Alcohol on school property; use in connection with instruction*

GOVERNMENT CODE

- 8350-8357 *Drug-free workplace*

HEALTH AND SAFETY CODE

- 11053-11058 *Standards and schedules*
- 11353.6 *Juvenile Drug Trafficking and Schoolyard Act*
- 11362.1 *Possession and use of cannabis, persons age 21 and over*
- 11362.3 *Limitations on possession and use of cannabis*
- 11362.79 *Limitations on medical use of cannabis*
- 104559 *Tobacco use prohibition*

PENAL CODE

- 13860-13864 *Suppression of drug abuse in schools*

VEHICLE CODE

- 13202.5 *Drug and alcohol related offenses by person under age of 21, but aged 13 or over;*

UNITED STATES CODE, TITLE 20

- 7101-7122 *Student Support and Academic Enrichment Grants*

UNITED STATES CODE, TITLE 21

- 812 *Schedules of controlled substances*
- 844 *Penalties for possession of controlled substance*

UNITED STATES CODE, TITLE 41

- 8101-8106 *Drug-Free Workplace Act*

COURT DECISIONS

- Ross v. RagingWire Telecommunications, Inc.*, 42 Cal. 4th 920 (2008)

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS**

When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

*(cf. 3540 - Transportation)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 3600 - Consultants)*

*(cf. 7140 - Architectural and Engineering Services)*

On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if:

1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)
2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS** (continued)

Superintendent or designee shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. (Education Code 45125.1)

Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

*(cf. 3515.3 - District Police/Security Department)*

3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)
  - a. The installation of a physical barrier at the worksite to limit contact with students
  - b. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony
  - c. Surveillance of employees of the entity by school personnel

*Legal Reference: (see next page)*

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS** (continued)

*Legal Reference:*

EDUCATION CODE

41302.5 *School districts, definition*

45122.1 *Classified employees, conviction of a violent or serious felony*

45125.1 *Criminal background checks for contractors*

45125.2 *Criminal background checks for construction*

PENAL CODE

667.5 *Prior prison terms, enhancement of prison terms*

1192.7 *Plea bargaining limitation*

*Management Resources:*

WEB SITES

*Department of Justice: <https://oag.ca.gov/fingerprints>*

## **All Personnel**

BP 4140(a)

4240

## **BARGAINING UNITS**

4340

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 9000 - Role of the Board)*

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

### **Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

*(cf. 4300 - Administrative and Supervisory Personnel)*

*(cf. 4301 - Administrative Staff Organization)*

*(cf. 4312.1 - Contracts)*

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

**BARGAINING UNITS** (continued)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

**Access to Employee Orientations and Contact Information**

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the



**BARGAINING UNITS** (continued)

month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

*(cf. 1340 - Access to District Records)*

**Payment of Dues or Service Fee**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

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

*Legal Reference: (see next page)*

**BARGAINING UNITS** (continued)

*Legal Reference:*

EDUCATION CODE

45060-45061.5 *Deduction of fees from salary or wage payment, certificated employees*

45100.5 *Senior management positions*

45104.5 *Abolishment of senior classified management positions*

45108.5 *Definition of senior classified management employees*

45108.7 *Waiver of provisions of 45108.5*

45168 *Deduction of fees from salary or wage payment, classified employees*

45220-45320 *Merit system, classified employees*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act, especially:*

3540.1 *Definitions*

3543.4 *Management position; representation*

3545 *Appropriateness of unit; basis*

3550-3552 *Prohibition on public employers deterring or discouraging union membership*

3555-3559 *Public employee communication, information and orientation*

6205-6210 *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

6254.3 *Disclosure of employee contact information to employee organization*

6503.5 *Joint powers agencies*

53260-53264 *Employment contracts*

CODE OF REGULATIONS, TITLE 8

33015-33490 *Recognition of exclusive representative; proceedings*

33700-33710 *Severance of established unit*

34020 *Petition to rescind organizational security arrangement*

34055 *Reinstatement of organizational security arrangement*

COURT DECISIONS

*Janus v. American Federation of State, County and Municipal Employees, Council 31*, (7th Cir. 2017)

851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466

*Friedrichs v. California Teachers Association, et al.*, (2016) 136 S.Ct. 1083

*County of Los Angeles v. Service Employees International Union, Local 721*, (2013) 56 Cal. 4th 905

*Abood v. Detroit Board of Education*, (1977) 431 U.S. 209

*Management Resources:*

WEB SITES

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

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

**CHRONIC ABSENCE AND TRUANCY**

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.11 - Attendance Supervision)*

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5126 - Awards for Achievement)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

**CHRONIC ABSENCE AND TRUANCY** (continued)

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

*(cf. 1020 - Youth Services)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

Students who are identified as truant shall be subject to the interventions specified in law and administrative regulation.

*(cf. 5113.12 - District School Attendance Review Board)*

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee shall engage school staff in program

**CHRONIC ABSENCE AND TRUANCY (continued)**

evaluation and improvement and in the determination of how to best allocate available community resources.

*Legal Reference:*

EDUCATION CODE

1740-1742 *Employment of personnel to supervise attendance (county superintendent)*

37223 *Weekend classes*

46000 *Records (attendance)*

46010-46014 *Absences*

46110-46119 *Attendance in kindergarten and elementary schools*

46140-46147 *Attendance in junior high and high schools*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48225.5 *Work permits, entertainment and allied industries*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-48297 *Failure to comply; complaints against parents*

48320-48325 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

48900 *Suspension and expulsion*

49067 *Unexcused absences as cause of failing grade*

52052 *Academic Performance Index; numerically significant student subgroups*

60901 *Chronic absence*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

PENAL CODE

270.1 *Chronic truancy; parent/guardian misdemeanor*

272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

830.1 *Peace officers*

VEHICLE CODE

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

WELFARE AND INSTITUTIONS CODE

256-258 *Juvenile hearing officer*

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

306 *Explanation of absence*

420-421 *Record of verification of absence due to illness and other causes*

COURT DECISIONS

*L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976*

*Management Resources: (see next page)*

**CHRONIC ABSENCE AND TRUANCY (continued)**

*Management Resources:*

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

**CHRONIC ABSENCE AND TRUANCY****Definitions**

*Chronic absentee* means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

*Truant* means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

*Habitual truant* means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

*Chronic truant* means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, *valid excuse* includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

**Addressing Chronic Absence**

When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 5113.11 - Attendance Supervision)

(cf. 6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

## **CHRONIC ABSENCE AND TRUANCY (continued)**

*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

*(cf. 6158 - Independent Study)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6178.1 - Work-Based Learning)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

*(cf. 1020 - Youth Services)*  
*(cf. 5141.6 - School Health Services)*

### **Addressing Truancy**

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

*(cf. 3515.3 - District Police/Security Department)*

The Superintendent or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:



**CHRONIC ABSENCE AND TRUANCY** (continued)

1. Initial truancy

- a. The student shall be reported to the Superintendent or designee. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
  - (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code 48264 if found away from home and absent from school without a valid excuse.
  - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
  - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

*(cf. 5145.6 - Parental Notifications)*

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

**CHRONIC ABSENCE AND TRUANCY** (continued)

- e. The Superintendent or designee may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code 48260.6)
2. Second truancy
- a. Any student who has once been reported as a truant shall again be reported to the Superintendent or designee as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
  - b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
  - c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
  - d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
  - e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)
  - f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)
3. Third truancy (habitual truancy)
- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education Code 48263, 48264.5)

**CHRONIC ABSENCE AND TRUANCY** (continued)

*(cf. 5113.12 - District School Attendance Review Board)*

- b. Upon making a referral to the SARB or the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
  - c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
  - d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code 48263)
4. Fourth truancy
- a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
  - b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
5. Chronic truancy (unexcused absence for 10 percent of school days)
- a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
  - b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's

**CHRONIC ABSENCE AND TRUANCY** (continued)

parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

**Records**

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

*(cf. 5125 - Student Records)*

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

**ATTENDANCE SUPERVISION**

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)

The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5113.2 - Work Permits)*

*(cf. 6184 - Continuation Education)*

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (Education Code 48240)

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6175 - Migrant Education Program)*

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

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

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

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

**ATTENDANCE SUPERVISION** (continued)

*(cf. 0500 - Accountability)*

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6142.6 - Visual and Performing Arts)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

*(cf. 5126 - Awards for Achievement)*

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

*(cf. 1020 - Youth Services)*

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and his/her parents/guardians or caregivers

*(cf. 6164.5 - Student Success Teams)*

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

**ATTENDANCE SUPERVISION** (continued)

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

*(cf. 5113.12 - District School Attendance Review Board)*

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

*(cf. 5147 - Dropout Prevention)*

*Legal Reference: (see next page)*

**ATTENDANCE SUPERVISION (continued)**

*Legal Reference:*

EDUCATION CODE

1740 *Employment of personnel to supervise attendance (county superintendent)*

37223 *Weekend classes*

46000 *Records (attendance)*

46010-46014 *Absences*

46110-46119 *Attendance in kindergarten and elementary schools*

46140-46147 *Attendance in junior high and high schools*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-48297 *Failure to comply; complaints against parents*

48320-48325 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

52060-52077 *Local control and accountability plan*

60901 *Chronic absence*

PENAL CODE

270.1 *Chronic truancy; parent/guardian misdemeanor*

WELFARE AND INSTITUTIONS CODE

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

306 *Explanation of absence*

420-421 *Record of verification of absence due to illness and other causes*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*School Attendance Review Board Handbook, 2015*

*School Attendance Improvement Handbook, 2000*

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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



**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5113.11 - Attendance Supervision)*  
*(cf. 5147 - Dropout Prevention)*

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

*(cf. 1020 - Youth Services)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5126 - Awards for Achievement)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD** (continued)

of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)

*Legal Reference:*

EDUCATION CODE

*1740 Employment of personnel to supervise attendance (county superintendent)*

*1980-1986 County community school*

*46010-46014 Absences*

*48200-48208 Children ages 6-18 (compulsory full-time attendance)*

*48240-48246 Supervisors of attendance*

*48260-48273 Truants*

*48290-48297 Failure to comply; complaints against parents*

*48320-48325 School attendance review boards*

*48340-48341 Improvement of student attendance*

*48400-48403 Compulsory continuation education*

*48660-48666 Community day school*

*49067 Unexcused absences as cause of failing grade*

CODE OF CIVIL PROCEDURE

*1985-1997 Production of evidence; means of production*

GOVERNMENT CODE

*54950-54963 The Ralph M. Brown Act*

*Legal Reference: (see next page)*

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)**

*Legal Reference: (continued)*

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

Any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

*(cf. 9321 - Closed Session Purposes and Agendas)*

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

*(cf. 5125 - Student Records)*

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

*(cf. 6185 - Community Day School)*

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD** (continued)

At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

**INTERDISTRICT ATTENDANCE**

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

*(cf. 5111.1 - District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5118 - Open Enrollment Act Transfers)*

**OPTION 1: Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

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

**INTERDISTRICT ATTENDANCE (continued)**

**Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

*Legal Reference:*

EDUCATION CODE

41020 Annual district audits  
46600-46611 Interdistrict attendance agreements  
48204 Residency requirements for school attendance  
48300-48317 Student attendance alternatives, school district of choice program  
48350-48361 Open Enrollment Act  
48900 Grounds for suspension or expulsion; definition of bullying  
48915 Expulsion; particular circumstances  
48915.1 Expelled individuals: enrollment in another district  
48918 Rules governing expulsion procedures  
48980 Notice at beginning of term  
52317 Regional occupational center/program, enrollment of students, interdistrict attendance  
CALIFORNIA CONSTITUTION  
Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin  
ATTORNEY GENERAL OPINIONS  
87 *Ops.Cal.Atty.Gen.* 132 (2004)  
84 *Ops.Cal.Atty.Gen.* 198 (2001)  
COURT DECISIONS  
*Walnut Valley Unified School District v. the Superior Court of Los Angeles County*, (2011) 192  
*Cal.App.4th* 234  
*Crawford v. Huntington Beach Union High School District*, (2002) 98 *Cal.App.4th* 1275

*Management Resources:*

WEB SITES

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

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

**INTERDISTRICT ATTENDANCE**

**OPTION 1: Interdistrict Attendance Permits**

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

*(cf. 5131.2 - Bullying)*

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

*(cf. 5148 - Child Care and Development)*

3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

*(cf. 6159 - Individualized Education Program)*

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.

6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.

7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.

8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.



**INTERDISTRICT ATTENDANCE** (continued)

9. When the student will be living out of the district for one year or less.
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5113.12 - District School Attendance Review Board)*

11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Within 30 calendar days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf. 5145.6 - Parental Notifications)*

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

*(cf. 5119 - Students Expelled from Other Districts)*

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

**INTERDISTRICT ATTENDANCE** (continued)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

**Transfers Out of the District**

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

*(cf. 3100 - Budget)*

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
  - a. A court-ordered desegregation plan
  - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
  - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
October 2017

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5125 - Student Records)*  
*(cf. 5131.5 - Vandalism and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

*(cf. 5145.6 - Parental Notifications)*

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

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

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS** (continued)

*Legal Reference:*

EDUCATION CODE

*48904 Liability of parent*

*48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury;  
transfer of pupils to new school districts; notice to rescind decision to withhold*

*48911 Suspension by principal, designee or superintendent*

*49069 Absolute right to access*

**ALCOHOL AND OTHER DRUGS**

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 5137 - Positive School Climate)*

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

*(cf. 1020 - Youth Services)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes

*(cf. 5131.62 - Tobacco)*

2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

*(cf. 5141.6 - School Health Services)*

## **ALCOHOL AND OTHER DRUGS (continued)**

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

### **Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

### **Intervention, Referral, and Student Assistance Programs**

The Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 - Suicide Prevention)*

### **Enforcement/Discipline**

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

## **ALCOHOL AND OTHER DRUGS (continued)**

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

*(cf. 5144 - Discipline)*

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

### **Program Evaluation**

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

*(cf. 0500 - Accountability)*

#### *Legal Reference:*

##### EDUCATION CODE

44049 *Known or suspected alcohol or drug abuse by student*

44645 *In-service training anabolic steroids*

48900 *Suspension or expulsion (grounds)*

48900.5 *Suspension, limitation on imposition; exception*

48901 *Smoking or use of tobacco prohibited*

48901.5 *Prohibition of electronic signaling devices*

48902 *Notification of law enforcement authorities; civil or criminal immunity*

48909 *Narcotics or other hallucinogenic drugs*

48915 *Expulsion; particular circumstances*

49602 *Confidentiality of pupil information*

51202 *Instruction in personal and public health and safety*

*Legal Reference continued: (see next page)*

**ALCOHOL AND OTHER DRUGS (continued)**

*Legal Reference: (continued)*

EDUCATION CODE (continued)

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260-51269 Drug education

60041 Instructional materials

60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors

828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals

7101-7122 Student Support and Academic Enrichment Grants

*Management Resources:*

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/lh/at>

California Healthy Kids: <http://www.californiahealthykids.org>

Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/oshs>



**PARENT INVOLVEMENT**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

*(cf. 0460 - Local Control and Accountability Plan)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

*(cf. 0500 - Accountability)*

**Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

**PARENT INVOLVEMENT** (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

*(cf. 3100 - Budget)*

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference: (see next page)*

**PARENT INVOLVEMENT (continued)**

*Legal Reference:*

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

**PARENT INVOLVEMENT**

**District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other district committees and school site councils

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
  - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation

**PARENT INVOLVEMENT** (continued)

with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

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

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

**PARENT INVOLVEMENT** (continued)

- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

**PARENT INVOLVEMENT** (continued)

- 3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

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

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
  - c. Schedule joint meetings with representatives from related programs and share data and information across programs
  - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family

engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

- a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
- c. Strategies to support successful school and family interactions

*(cf. 0500 - Accountability)*

AR 6020(f)

## **PARENT INVOLVEMENT** (continued)

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
  - b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
  - c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement
5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)
  6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the

purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

AR 6020(g)

## **PARENT INVOLVEMENT** (continued)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

*(cf. 5145.6 - Parental Notifications)*

### **School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if



applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5123 - Promotion/Acceleration/Retention)*

AR 6020(h)

#### **PARENT INVOLVEMENT (continued)**

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5113 - Absences and Excuses)*  
*(cf. 6145 - Extracurricular/Cocurricular Activities)*  
*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

AR 6020(i)

#### **PARENT INVOLVEMENT** (continued)

- (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "District Strategies for Title I Schools" above
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during

the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

### **District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

AR 6020(j)

### **PARENT INVOLVEMENT (continued)**

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

AR 6020(k)

#### **PARENT INVOLVEMENT** (continued)

- c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent/guardian and family engagement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

**SCHOOL DAY**

**Kindergarten/Transitional Kindergarten**

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

Except as otherwise permitted by law, the average school day established for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

Recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

In any multitrack year-round school operating pursuant to Education Code 37670, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

*(cf. 6117 - Year-Round Schedules)*

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

**Grades 1-8**

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)

**SCHOOL DAY** (continued)

2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

**Grades 9-12**

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

*(cf. 6184 - Continuation Education)*

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

*(cf. 6178.2 - Regional Occupational Center/Program)*

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

*(cf. 6178.1 - Work-Based Learning)*

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

**SCHOOL DAY** (continued)

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

*(cf. 6178 - Career Technical Education)*

8. Adult education classes (Education Code 46190)

*(cf. 6200 - Adult Education)*

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

*(cf. 6158 - Independent Study)*

*(cf. 6159 - Individualized Education Program)*

**Alternative Block Schedule for Secondary Schools**

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)



**SCHOOL-SPONSORED TRIPS**

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

*(cf. 0460 - Local Control and Accountability Plan)*

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

*(cf. 6143 - Courses of Study)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

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

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

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

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses

**SCHOOL-SPONSORED TRIPS** (continued)

of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

*Legal Reference:*

EDUCATION CODE

8760 *Authorization of outdoor science and conservation programs*

32040-32044 *First aid equipment: field trips*

35330 *Excursions and field trips*

35331 *Provision for medical or hospital service for pupils (on field trips)*

35332 *Transportation by chartered airline*

35350 *Transportation of students*

44808 *Liability when pupils not on school property*

48908 *Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

17550-17550.9 *Sellers of travel*

17552-17556.5 *Educational travel organizations*

*Management Resources:*

WEB SITES

*American Red Cross:* <http://www.redcross.org>

*California Association of Directors of Activities:* <http://www.cada1.org>

*U.S. Department of Homeland Security:* <http://www.dhs.gov>

**TRANSITIONAL KINDERGARTEN**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

**Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

## **TRANSITIONAL KINDERGARTEN (continued)**

### **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Learners)*

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

### **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

## **TRANSITIONAL KINDERGARTEN (continued)**

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

### **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

*(cf. 5123 - Promotion/Acceleration/Retention)*

### **Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

## **TRANSITIONAL KINDERGARTEN (continued)**

### *Legal Reference:*

#### EDUCATION CODE

- 8973 *Extended-day kindergarten*
- 37202 *School calendar; equivalency of instructional minutes*
- 44258.9 *Assignment monitoring by county superintendent of schools*
- 46111 *Kindergarten, hours of attendance*
- 46114-46119 *Minimum school day, kindergarten*
- 46300 *Computation of ADA, inclusion of kindergarten and transitional kindergarten*
- 48000 *Age of admission, kindergarten and transitional kindergarten*
- 48002 *Evidence of minimum age required to enter kindergarten or first grade*
- 48003 *Kindergarten annual report*
- 48200 *Compulsory education, starting at age six*

### *Management Resources:*

#### CSBA PUBLICATIONS

*What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Transitional Kindergarten FAQs*

*Desired Results Developmental Profile, 2015*

*Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013*

*California Preschool Curriculum Framework, Vol. 1, 2010*

*California Preschool Learning Foundations, Vol. 1, 2008*

#### WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

**EDUCATION FOR FOSTER YOUTH**

**Definitions**

*Foster youth* means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

*Person holding the right to make educational decisions* means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

*School of origin* means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine which school is the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and shall be based on the best interests of the foster youth. (Education Code 48853.5)

*Best interest* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

**District Liaison**

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Principal  
 (position or title)  
370 N. Evans Rd.  
 (address)  
Tipton, CA 93272  
 (city, state and zip code)  
559-752-4213  
 (phone number)  
sbettencourt@tipton.k2.ca.us  
 (email)

**EDUCATION FOR FOSTER YOUTH** (continued)

*(cf. 6173 - Education for Homeless Children)*

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

*(cf. 5125 - Student Records)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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

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

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

*(cf. 5141.6 - School Health Services)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6172 - Gifted and Talented Student Program)*



**EDUCATION FOR FOSTER YOUTH** (continued)

*(cf. 6174 - Education for English Learners)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6179 - Supplemental Instruction)*

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

*(cf. 1020 - Youth Services)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

*(cf. 0460 - Local Control and Accountability Plan)*

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

**Enrollment**

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

*(cf. 6159 - Individualized Education Program)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another education program and submits a written statement to the district indicating that determination and that he/she is aware of the following:

**EDUCATION FOR FOSTER YOUTH** (continued)

- a. The student has a right to attend a regular public school in the least restrictive environment.
- b. The alternate education program is a special education program, if applicable.
- c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
- d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
  - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
  - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.
  - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
  - d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

**EDUCATION FOR FOSTER YOUTH** (continued)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

*(cf. 5132 - Dress and Grooming)*

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

*(cf. 5111.1 - District Residency)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

*(cf. 9320 - Meetings and Notices)*

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

## **EDUCATION FOR FOSTER YOUTH** (continued)

### **Transportation**

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

*(cf. 3540 - Transportation)*

*(cf. 3541 - Transportation Routes and Services)*

### **Effect of Absences on Grades**

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

### **Transfer of Coursework and Credits**

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period

## **EDUCATION FOR FOSTER YOUTH** (continued)

attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

*(cf. 6146.1 - High School Graduation Requirements)*

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1, 60851)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

## **EDUCATION FOR FOSTER YOUTH** (continued)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

### **Eligibility for Extracurricular Activities**

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Notification and Complaints**

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

**EDUCATION FOR FOSTER YOUTH** (continued)

*(cf. 5145.6 - Parental Notifications)*

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 1312.3 - Uniform Complaint Procedures)*

**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

The Governing Board recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

*(cf. 5125 - Student Records)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6179 - Supplemental Instruction)*

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

*(cf. 5117 - Interdistrict Attendance)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.3 - Reciprocity of Academic Credit)*

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 5020 - Parent Rights and Responsibilities)*

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

*(cf. 0500 - Accountability)*  
*(cf. 5123 - Promotion/Acceleration/Retention)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

*Legal Reference: (see next page)*



**EDUCATION OF CHILDREN OF MILITARY FAMILIES** (continued)

*Legal Reference:*

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48300-48316 Student attendance alternatives, school district of choice program

49700-49704 Education of children of military families

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51250-51251 School-age military dependents

66204 Certification of high school courses as meeting university admissions criteria

UNITED STATES CODE, TITLE 10

101 Definitions

1209 Transfer to inactive status list instead of separation

1211 Members on temporary disability retired list: return to active duty; promotion

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6311 State plan

UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

*Management Resources:*

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014

WEB SITES

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

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

Military Interstate Children's Compact Commission: <http://www.mic3.net>

**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

**Definitions**

*Children of military families* are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

**Enrollment**

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

*(cf. 5111.1 - District Residency)*

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

*(cf. 5141- Health Care and Emergencies)*

*(cf. 5141.31- Immunizations)*

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

**EDUCATION OF CHILDREN OF MILITARY FAMILIES** (continued)

*(cf. 5117 - Interdistrict Attendance)*

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

**Placement**

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Learners)*

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

## **EDUCATION OF CHILDREN OF MILITARY FAMILIES** (continued)

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

### **Transfer of Coursework and Credits**

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)*

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

*(cf. 6143 - Courses of Study)*

### **Absences**

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

*(cf. 5113 - Absences and Excuses)*

## **EDUCATION OF CHILDREN OF MILITARY FAMILIES** (continued)

### **Graduation Requirements**

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

*(cf. 6146.1 - High School Graduation Requirements)*

However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)

**EDUCATION OF CHILDREN OF MILITARY FAMILIES** (continued)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

**Notification and Complaints**

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*