

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, October 3, 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 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

4. **ADMINISTRATIVE: Action items:**
 - 4.1 Approval of Quarterly Board Policies
 - 4.2 Board Resolution #2017-2018-09 Reimbursement of General Fund with School Facility Program Funding

5. **FINANCE: Action items:**
 - 5.1 Vendor Payments
 - 5.2 Budget Revisions

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
 - 6.2 Review of Implementation of State Academic Standards

7. **Any Other Business:**
8. **Adjourn to Closed Session:** The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.
 - 8.1 Government Code Section 54957
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Title: Community Ambassador
Title: Instructional Aide – (After School Program)
Title: Yard Duty Aide
Title: Custodial/General Maintenance/Bus Driver
 - 8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.
 - 8.3 Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Co-Superintendent of Business Services
 - 8.4 Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Co-Superintendent/Principal
 - 8.5 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**

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

Agenda Posted: Thursday, September 28, 2017

2. Public Input:

2.3 Correspondence Review and Approval of Budget, Fiscal Year 2017-2018

Tulare County Office of Education

Committed to Students, Support and Service

September 15, 2017

Anthony Hernandez, Co-Superintendent of Business Services
Tipton School District
PO Box 787
Tipton, CA 93272

SUBJECT: REVIEW AND APPROVAL OF BUDGET, FISCAL YEAR 2017-18

Dear Anthony:

We have completed our review and analysis of your district budget for fiscal year 2017-18 and the accompanying certification pursuant to Education Code Section 42127.

The County Superintendent is required to approve, conditionally approve, or disapprove a school district budget on or before September 15th each fiscal year. Beginning with fiscal year 2014-15 a school district budget shall not be approved by the county superintendent of schools before a district local control and accountability plan or update to an existing plan is approved.

The district's 2017-18 local control accountability plan (LCAP) has been approved by our office. A separate letter regarding that approval was sent to you and the governing board president from the instructional services division of our office.

Our office has completed our review of the district 2017-18 adopted budget. We find the budget, as submitted, reflects a satisfactory fiscal position and indicates the district will be able to meet its financial obligations during this fiscal year and the two following projection years.

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

Sincerely,



Craig Wheaton

Deputy Superintendent, Administrative Services

CW/es

cc: Tony Macedo, Board President
District Business Manager

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

3. CONSENT CALENDAR: Action items:

3.1 Minutes Regular Board Meeting September 5, 2017

Tipton Elementary School District

Minutes

REGULAR BOARD MEETING

Tuesday, September 5, 2017

7:00 p.m. District Conference Room

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

*Clerk Greg Rice, called the meeting to order at 7:00 p.m. and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, Greg Rice, and John Cardoza
Guests: Luke Smith, Megan Rice, Fausto Martin, Erika Mendoza, Anthony Hernandez and Jacob Munoz*

2. **Open Public Hearing** on Student Textbooks to Determine that Pupils Have Sufficient Textbooks or Instructional Materials for the 2017-2018 School Year.

2.1 Open for public questions and comments

2.2 Close Public Hearing

Mr. Greg Rice, Clerk, opened the public hearing at 7:02 p.m. There were no public comments. Hearing was closed at 7:03 p.m.

3. **Public Input:**

3.1 Community Relations/ Citizen Comments

3.2 Reports by Employee Units CTA/CSEA

3.3 Correspondence

Local Control Accountability Plan (LCAP) Approval Letter

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

4.1 Minutes Regular Board meeting August 1, 2017

4.2 Conference, Field Trip, Fund Raiser and Facilities Requests

Motion to approve the consent calendar was made by Iva Sousa 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. **ADMINISTRATIVE: Action items:**

5.1 Board Resolution #2017-2018-06 In the Matter of Determining that Pupils Have Sufficient Textbooks or Instructional Materials for the 2017-2018 School Year

Motion to approve Board Resolution #2017-2018-06 In the Matter of Determining that Pupils Have Sufficient Textbooks or Instructional Materials for the 2017-2018 School Year 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

5.2 Approval of annual financial report and appropriations limit-(GANN)
Resolution #2017-2018-07

Motion to approve Resolution #2017-2018-07 Annual Financial Report and Appropriations limit-(GANN) was made by 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

5.3 Approval of Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District. Resolution #2017-2018-08

Motion to move 5.3 Resolution #2017-2018-08 Approval of Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District to closed session for discussion was made by Iva Sousa 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

5.4 Approve Memorandum of Understanding between Tipton Elementary School District and California School Employees Association Chapter 765

Motion to approve Memorandum of Understanding between Tipton Elementary School District and California School Employees Association Chapter 765 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

5.5 Approve job description for Community Ambassador

Motion to approve job description for Community Ambassador 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

5.6 Approve classified salary schedule for Community Ambassador

Motion to approve classified salary schedule for 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

5.7 Consider and Approve Valley Life Charter School Adoption

Motion to approve Valley Life Charter School Adoption 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

5.8 Consider and Approve Blue Oak Charter School Adoption

Motion to approve Blue Oak Charter School Adoption was made by Shelly 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

5.9 Consider and Approve Sycamore Valley Academy Adoption

Motion to approve Sycamore Valley Academy Adoption 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

5.10 Approval of Multi-Purpose Building Change Orders

Motion to approve Multi-Purpose Building Change Orders 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

6. FINANCE: Action items:

6.1 Vendor Payments

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

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

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

No - 0

Abstain - 0

Absent – Tony Macedo

6.2 Budget Revisions

Motion to approve budget revisions 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

6.3 Unaudited Actuals

Motion to approve unaudited actuals 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

7. INFORMATION: (Verbal Reports & presentations)

7.1 MOT--FOOD SERVICE—PROJECTS

Multi-Purpose Building

Update Progress Meeting Notes #14

Update Progress Meeting Notes #15

Update Progress Meeting Notes #16

Update Progress Meeting Notes #17

Update Progress Meeting Notes # 18

Mr. Luke Smith updated the Board on the Multi-Purpose Building.

Mr. Fausto Martin updated the Board on his staff and how they have been understaffed over the

past few months. He explained the increased use of substitutes to help out due to staff being absent. Mr. Martin also shared with the Board that he will be providing a graph to show how the solar is producing. He also shared that the solar panels were recently cleaned.

Mr. Jacob Munoz updated the Board on the professional development work for 6th -8th grade teachers and that September work will be with 3rd – 5th grade. Mr. Munoz also mentioned the use of Reflex Math to help with math fact fluency. There will also be a webinar at the end of the month for Reflex Math. Mr. Munoz also mentioned that enrollment was at 586.

Ms. Erika Mendoza updated the Board about the kitchen and how more cooking was being done. She discussed how well the second chance breakfast was going. There are approximately 450 students eating breakfast each day. Ms. Mendoza also shared with the Board that students are being offered a second choice at lunch time.

Mrs. Stacey Bettencourt updated the Board on upcoming events with the school. Moms and Muffins will be on October 4th and the Fall Carnival will be held on October 20th.

8. Any Other Business:

8.1 Quarterly Board Policy Updates – Informational

9. Adjourn to Closed Session: 8:01 p.m.

10. Reconvene to open session: 9:21 p.m.

5.3 Approval of Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District. Resolution #2017-2018-08

Motion to re-open 5.3 Approval of Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District. Resolution #2017-2018-08 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

5.3 Approval of Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District. Resolution #2017-2018-08

Motion to change the name from Tony Macedo to Anthony Hernandez and approve Visa Platinum Business Card Agreement Resolutions of the Board of Directors of Tipton Elementary School District. Resolution #2017-2018-08 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

11. Report out from Closed Session:

9.1 Government Code Section 54957
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Title: Instructional Aide – (After School Program)

Motion to approve employment of Zachary Rogers as After School Instructional Aide for the 2017-2018 school year 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

9.1 Government Code Section 54957
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Title: Confidential Administrative Assistant

Motion to approve employment of Janet Estrada as Confidential Administrative Assistant for the 2017-2018 school year 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

9.1 Government Code Section 54957
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Title: Yard Duty Aide

Motion to approve employment of Felicia Rojas as Yard Duty Aide for the 2017-2018 school year 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

9.2 Government Code Section 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Motion to approve resignation of Christian Solis 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

9.3 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

9.4 Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Co-Superintendent of Business Services

Discussion only

9.5 Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Co-Superintendent/Principal

Discussion only

9.6 Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Co-Superintendent of Curriculum Instruction

Discussion only

12. Adjournment 9:26 p.m.

Minutes approved October 3, 2017

Tony Macedo, President

Greg Rice, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Conference, Field Trip, Fund Raiser and Facilities Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

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

CLASSES ATTENDING Heinks, Keen, & Rother's

DATE OF TRIP 11/03/2017 NUMBER OF PUPILS 65 ADULTS 15

DESTINATION Fresno Chaffee Zoo

BUS TO LEAVE SCHOOL AT 8:30 am RETURN AT 2:30 pm

BUS ROUTING AND STOPS

Tipton Elementary to Fresno Chaffee Zoo

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: NGSS 1-LS3-1. Make observations to construct an evidence-based account that young plants and animals are like, but not exactly like, their parents & NGSS 1-LS1-2. determine patterns in behavior of parents and offspring that help offspring survive.

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

Mrs. Solis & Ms. Haller

COST $\$5.50$ per child x 65 students = $\$369.50$ zoo entrance fee/giraffe feeding, $\$5.50$ x 58 miles = $\$638$ bus fee, $\$10$ parking fee = ~~$\$1,000.50$~~ $1,017.50$

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY 65

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY 0

SIGNATURE OF TEACHER IN CHARGE Don T. H.

TRIP AUTHORIZED BY SCHOOL BOARD YES NO

SIGNATURE OF SUPERINTENDENT Shirley Butler

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Calderon, Benedetti, Avila GRADE 3rd

CLASSES ATTENDING 3

DATE OF TRIP 10/30 NUMBER OF PUPILS 74 ADULTS 4

DESTINATION Tulare Community Auditorium

BUS TO LEAVE SCHOOL AT 8:45 RETURN AT 11:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Give 3rd grade students an opportunity to experience hearing a live visual performance of the Tulare County Symphony.

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$3 per seat = \$234

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

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

SIGNATURE OF TEACHER IN CHARGE Jenny Calderon

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Ball

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Morton, Lina, McReynolds, Hurtado GRADE 4th

CLASSES ATTENDING 4th grade

DATE OF TRIP 11/2/17 NUMBER OF PUPILS 56 ADULTS 4

DESTINATION King Canyon National Park

BUS TO LEAVE SCHOOL AT 8:30 AM RETURN AT 5 PM

BUS ROUTING AND STOPS

Grant's Tree, Columbine Picnic Area, Grant Grove Museum.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: ~~Open~~ Bus will take the most direct and safe route for the bus.

TRIP RELEVENCY: Science - ecosystems in the parks

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

Mrs. Hurtado as the STEM teacher. She will be helping prep students on ecosystems. We will go on a Thursday - 4th grade STEM Day

COST \$ Grant (see attached)

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY 56

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY 3

SIGNATURE OF TEACHER IN CHARGE Mrs. Morton

TRIP AUTHORIZED BY SCHOOL BOARD YES NO

SIGNATURE OF SUPERINTENDENT Juanita Bull



Tamara Douglass <tdouglass@tipton.k12.ca.us>

Travel grants

SEKI RITC, NPS <seki_ritc@nps.gov>
To: Tamara Douglass <tdouglass@tipton.k12.ca.us>

Mon, Sep 11, 2017 at 3:38 PM

Hi Tamara,
Great news! We will be able to fund your trip to the parks for 70 4th grade students.
Trip funding is distributed after the trip takes place, so please let me know the dates you are planning to travel.
It sounds like you are studying ecosystems in the park, so are you wanting to sign up for a ranger-led program or doing your own program in the park?
I would encourage you to go as early in Nov as possible for the best weather (buses won't put on chains if we get snow!).
Congrats, and talk to you soon,

Kelly Evans
Education and Service Learning Programs
Sequoia and Kings Canyon National Parks
SEKI_RITC@nps.gov
Phone: (559) 565-4211
Fax: (559) 565-3730
<http://www.nps.gov/seki/learn/education>

**FIND YOUR
PARK**



[Quoted text hidden]

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Lampe/Starling/Marroquin/Burrell GRADE 7th

CLASSES ATTENDING All of 7th Grade

DATE OF TRIP 11/20/17 NUMBER OF PUPILS 61 ADULTS 4

DESTINATION Museum of Tolerance (LA)

BUS TO LEAVE SCHOOL AT 5:30 am RETURN AT 8 pm

BUS ROUTING AND STOPS

Tipton → Stop on Grapevine - restroom break

Lunch at Roxbury Park Beverly Hills

Mus of Tolerance - tour @ 11 am

Stop for dinner Tejan Outlets - Return Tipton

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Aligns with literature studies in ELA

Promotes awareness in community problems and promotes character

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 2,164.00 (Bus) / Scholarship \$ Grant for Admission

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY 61

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY 0

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) Muckes GRADE 6-8

CLASSES ATTENDING Ag In the Classroom

DATE OF TRIP 11/7/17 NUMBER OF PUPILS 25 ADULTS 3

DESTINATION UC DAVIS (Tulare)

BUS TO LEAVE SCHOOL AT 1:00 RETURN AT 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Hands on learning (TUSD Ag Grant)

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO 0 HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO 0 HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Michelle Muckes

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Butler

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Nuckols GRADE 6-8

CLASSES ATTENDING Ag In the Classroom

DATE OF TRIP 10/16/17 NUMBER OF PUPILS 25 ADULTS 1

DESTINATION Van Beek Dairy (Doug Van Beek)

BUS TO LEAVE SCHOOL AT 1:00 RETURN AT 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Hands on learning (Through TUSD Ag Grant)
14008 Rd 152

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO 0 HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO 0 HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Michelle Nuckols

TRIP AUTHORIZED BY SCHOOL BOARD: YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Bell

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Heinks GRADE 5th-8th

CLASSES ATTENDING Spelling Bee Participants

DATE OF TRIP TBD NUMBER OF PUPILS 12 ADULTS 1

DESTINATION TBD

BUS TO LEAVE SCHOOL AT 12:00? TBD RETURN AT Approx. 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Rural Schools Spelling Bee

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ **approx. \$25 TBD**

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

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY 0

(students will need to eat early @ school)

SIGNATURE OF TEACHER IN CHARGE Dr. TD H.

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Bull

Tipton Elementary School District

Name of Club: 6th grade Seicon Fundraiser

Request for Fundraiser Approval and Revenue Projection

School Year: 2017-2018

Date form submitted: 9/5/17 Submitted by: Gina Manfredi

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Breast Cancer Awareness Bracelets

Location of activity: School grounds / home

Facilities needed: none

Items to be sold: bracelets

Date of activity: 10-1 to 10-31

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

Item/Ticket selling price: \$ 1.00

Cash Box required? Yes No

Number of items purchased for sale: 20 units @ \$5.99 each = \$ 119.80

ASB purchase order required? Yes No

How much income is anticipated? \$ 360 how much expense is anticipated? \$ 0

How will profit be used? towards seicon fund

Fundraiser Contact Person: G. Manfredi

Phone Number: _____

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

Approved by:

Principal/Superintendent: _____

Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

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

Tax ID# 94-2191905

3. CONSENT CALENDAR: Action items:

3.3 Agreement with TCOE for California Standards Professional Development

AGENCY AGREEMENT BETWEEN
TULARE COUNTY SUPERINTENDENT OF SCHOOLS

AND

TIPTON SCHOOL DISTRICT

FOR 2017-2018

CALIFORNIA STANDARDS PROFESSIONAL DEVELOPMENT

TCOE OFFICE USE
<input checked="" type="checkbox"/> Supt. receiving funds
<input type="checkbox"/> Supt. expending funds
Vendor # _____
Req. # _____
PO # _____

TCOE CONTRACT #:
180359

This agreement is entered into between Tulare County Superintendent of Schools, referred to as SUPERINTENDENT, and **Tipton School District**, referred to as AGENCY. SUPERINTENDENT supports disseminating successful practices to improve student achievement via a trained team of professionals who assists educators to systematically align curriculum, instruction, and assessment. Therefore, AGENCY and SUPERINTENDENT mutually agree to the provisions described below.

1. **TERM.** This agreement shall be effective **July 1, 2017 – June 30, 2018.**
2. **FEE.** AGENCY agrees to pay SUPERINTENDENT for the days provided according to the Work Plan.
 - a. AGENCY will coordinate with SUPERINTENDENT staff to develop a Work Plan by content area. AGENCY will be invoiced according to the Work Plan.
 - b. Fee structure.
 - i. On-Site Consulting is billed at \$975 per day. Planning and travel time are considered and included within the day(s) requested, as agreed upon in the Work Plan by the AGENCY and SUPERINTENDENT's consultant(s).
 - ii. Workshops from our Professional Development Catalog are billed at \$1,500 for up to 10 participants; each additional participant is billed at \$50. The workshop capacity is 35 participants. A workshop with more than 35 participants may require additional staff.
 - c. AGENCY agrees to pay SUPERINTENDENT in up to two installments by June 30, 2018. AGENCY may pay the fee in one installment.
3. **SERVICES.** AGENCY and SUPERINTENDENT's consultant(s) will complete a Work Plan by content area to delineate the dates and services provided.
 - a. SUPERINTENDENT RESPONSIBILITIES
 - i. SUPERINTENDENT will provide staff with expertise in California's Standards, content area subject matter, and instructional strategies to conduct professional development.
 - b. AGENCY RESPONSIBILITIES
 - i. AGENCY will coordinate staff attendance. AGENCY will provide facilities; catering (if so desired); and audio visual equipment: projector, document camera, and projection screen or blank wall. AGENCY may request that the presenter bring a projector or a document camera. AGENCY will also provide training facilitation materials: chart paper (self-stick preferred) with a chart stand; table boxes (with pens, pencils, highlighters, post-its); and lined paper for participants' note-taking.
4. **CANCELLATION OF AGREEMENT.** This agreement may be cancelled by SUPERINTENDENT and AGENCY if any of the conditions of this agreement are not completed.

5. INDEMNIFICATION. SUPERINTENDENT and AGENCY shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or AGENCY or their agents, officers and employees under this agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this agreement as to any acts or omissions occurring under this agreement or any extension of this agreement.

6. SPECIAL PROVISIONS. SUPERINTENDENT shall comply with all laws, rules and regulations applicable to such work.

a. SUPERINTENDENT acknowledges that the services provided by its employees may involve limited contact with students and, as such, each employee will have a background check pursuant to the Education Code.

b. The agreement may be amended by the mutual written consent of the parties.

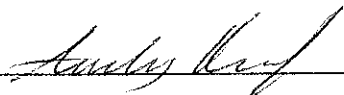
THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.


AGENCY

Anthony Hernandez, Co-Superintendent of Business Services
 Tipton School District
 370 N. Evans, PO Box 787
 Tipton, CA 93272

SUPERINTENDENT

Craig Wheaton, Ed.D.,
 Deputy Superintendent, Administrative Services
 Tulare County Office of Education
 P.O. Box 5091
 Visalia CA 93278-5091

By 
 Date 9-12-17

By 
 Date SEP 06 2017

Please return the agreement via email to olivia.velasquez@tcoe.org or mail:

Olivia Velasquez
 Educational Resource Services
 Tulare County Office of Education
 7000 Doe Avenue, Suite A
 Visalia, CA 93291

CONTACTS:

Olivia Velasquez, Business & Program Analyst
 Jen Francone, Ed.D., ERS Administrator

olivia.velasquez@tcoe.org (559) 651-3031
jen.francone@tcoe.org (559) 651-3831

ACCOUNT: 010-0-0-0-213-8689-0-22 (100%)

7/1/17

DISTRIBUTION: External Business/Elizabeth Sisk Internal Business/Ofelia Trevino-Toste ERS/Olivia Velasquez Agency

PLAN OF WORK (TULARE COUNTY)

JULY 1, 2017 - JUNE 30, 2018

TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES

INITIAL / REVISION DATE: 6/23/2017

DISTRICT/SCHOOL: Tipton Elementary School District

TCOE LEAD(S): Timothy Budz

CONTACT(S): Jacob Munoz

CONTENT AREA: ELA

DISTRICT EMAIL: jmunoz@tipton.k12.ca.us

DISTRICT CONTACT MOBILE PHONE NUMBER:

2017-18 PROFESSIONAL LEARNING GOALS

- 1 Continued support of Guided Reading, Small Group, and reading strategies with professional learning and in-classroom coaching.
- 2 Continued support of Writer's Workshop with Demonstration/Observation Labs and Co-teaching/coaching labs.

DATE	ACTIVITY	DISTRICT RESPONSIBILITY	CONSULTANT	DAYS	FROM-SITE WORKSHOP DAYS	WORKSHOP COSTS	AMOUNT
8/24/17	Gr. 6-8 Reading Strategies	Schedule teachers and subs	C	1		\$ -	
9/20/17	Gr. 3 and 4 Writing Labs - PM - ELA Toolkit	Schedule teachers and roving subs	C	1		\$ -	
9/26/17	Gr. 3 and 4 Writing Labs co-teaching	Schedule teachers and roving sub	C	1		\$ -	
9/28/17	Gr. 4-5 Small Group reading/Responsive inst. day 1	Schedule teachers and subs	C	1		\$ -	
10/30/17	Gr. 4 & 5 - Guiding Readers - Sm. groups day 2	Schedule teachers 1 roving sub	C	1		\$ -	
11/2/17	K-AM 3rd - PM - Reading	One roving sub	C	1		\$ -	
12/4/17	Gr. 2 AM and Gr. 5 PM Writing Lab	Schedule teachers and roving subs	C	1		\$ -	
12/7/17	2 and 5 Writing labs - co-teaching	Schedule teachers 1 roving sub	C	1		\$ -	
12/14/17	6-8 Reading Strategies PL day 2	Schedule teachers and subs	C	1		\$ -	
1/23/18	4 and 5 - Reading Coaching day 3	Schedule teachers and subs	C	1		\$ -	
2/1/18	K-AM 3rd - PM - Reading	Schedule teachers 1 roving sub	C	1		\$ -	
2/26/18	Gr. K AM & Gr. 1 PM Writing Lab	Schedule teachers and roving subs	C	1		\$ -	
3/7/18	Gr. K AM & Gr.1 PM Writing Lab - Co-teaching	Schedule teachers 1 roving sub	C	1		\$ -	
TBD	Prep		C	3		\$ -	
				16	0		

Please email or fax the signed Plan of Work to:

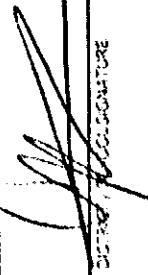
Eloise Martinez eloise.martinez@tcoe.org

fax (559) 651-0516

TULARE COUNTY RATE \$ 975
SUBTOTALS \$ 15,600
TOTAL FOR SERVICES \$ 15,600

BINDERS / BOOKS / MATERIALS FEES (if applicable)

DATE OF SERVICE	ITEM (BOOKS / BOOKS / MATERIALS)	EACH	PARTICIPANTS	AMOUNT
TOTAL FOR MATERIALS				\$ -
GRAND TOTAL FOR SERVICES & MATERIALS				\$ 15,600


DATE 6/23/17

3. CONSENT CALENDAR: Action items:

3.4 School City Change Request Form

Change Request Form

This Change Request Form ("CRF") reflects changes to the current Contract and Software License Agreement between **SCHOOLCITY INC.**, ("Licensor"), and **TIPTON ELEMENTARY SCHOOL DISTRICT** ("Licensee") dated 07/01/2017 ("Current Agreement"). As noted in Section 11.7 of the Current Agreement, "A Change Request Form CRF will be the vehicle for communicating change", and "[a] CRF that has been signed by all parties will become an automatic amendment to this (current) Agreement".

All the terms of the Current Agreement shall apply to the parties with the necessary changes / amendments contemplated under this CRF.

Change Description:

Licensee desires to purchase license for the Inspect® Item Bank and have all items and premade assessments loaded to their SchoolCity SUITE instance for access and use.

Terms and Conditions:

1.1 The term of this CRF (the "Term") shall commence on the CRF Effective Date and continue for up to three (3) years, unless terminated earlier as provided in this CRF. Notwithstanding the above, the Licensee may terminate this CRF upon the first or any subsequent successive anniversary of the CRF Effective Date with no penalty provided that the Licensee provides Licensor at least sixty (60) days prior written notice thereof.

1.2 Third Party Provisions

1.1 The LICENSOR has been granted licenses to distribute certain third-party software. As a condition of those licenses, the LICENSOR is required to distribute the software subject to specific terms and conditions, which may be different from or additional to those contained in the Current Agreement. The current applicable provisions are provided herein:

1.2 INSPECT® Item Bank

- i. LICENSE GRANT: The LICENSEE is hereby granted a limited, non-exclusive, non-transferable right and license to access and use the Item Bank within the State in which the LICENSEE is organized, authorized and resides (the "Licensee Territory") to provide noncommercial access and use of any or all of the items from Key Data Systems' ("KDS") Identifying Needs: Standards Proficiency Exams for California Teachers (referred to herein as the "Item Bank" or individual items, materials associated with the items such as reading passages and graphics, and scoring materials from the Item Bank as "Items") to students registered within the Licensee's schools/districts for the sole purpose of performing formative assessments of those students (the "License"). The LICENSEE is strictly prohibited from using or promoting any Items in the Item Bank as high stakes assessments. All rights, licenses and privileges not expressly granted to the Licensee under the License will remain exclusive to KDS. Without limiting the generality of the foregoing, the LICENSEE acknowledges that KDS retains all rights under copyright and all other intellectual property rights in and to the Item Bank, all Items included therein and all modifications and derivative works created there from. The LICENSEE'S rights to access and use the Item Bank, the Items and all modifications and derivative works thereof shall terminate upon the earlier of (i) termination of the agreement between the LICENSEE and LICENSOR granting this License, or (ii) termination of LICENSOR's right and license to distribute the Item Bank. LICENSEE acknowledges that use the Item Bank, the Items and all modifications and derivative works thereof after termination of the License is strictly prohibited and would constitute infringement of KDS' proprietary rights.
- ii. Pursuant to the License, the LICENSEE acknowledges and agrees that certain Items in the Item Bank may include material licensed by third parties to KDS ("Third Party Content") and that KDS' rights in and to such Third Party Content may expire or otherwise terminate during the term of the License. Any rights in and to Third Party Content will at all times be limited and subject to KDS' rights in and to the respective Third Party Content, notwithstanding anything to the contrary in the LICENSEE'S agreement with LICENSOR. Throughout the term of the License KDS will have the right, at its sole discretion, to modify the Item Bank,

and to delete, and require the deletion by the Licensee, of specific Items and/or passages from the Item Bank.

- iii. KDS REPRESENTATIONS, WARRANTIES AND LIMITATIONS OF LIABILITY. KDS represents that it has the right to grant this License. KDS MAKES NO WARRANTY WHATSOEVER, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, NON-INFRINGEMENT, TITLE. KDS IS NOT RESPONSIBLE FOR THE VALIDITY, FAIRNESS OR QUALITY OF ASSESSMENTS THAT ARE ULTIMATELY PREPARED BY THE LICENSEE USING THE ITEM BANK. KDS WILL HAVE NO RESPONSIBILITY WITH RESPECT TO ANY USE OF THE ITEM BANK OR ANY ITEMS (A) TO THE EXTENT THAT ANY ITEMS HAVE BEEN MODIFIED WITHOUT PRIOR WRITTEN APPROVAL BY KDS OR (B) FOR ANY PURPOSE OTHER THAN FOR FORMATIVE STUDENT ASSESSMENTS OR (C) FOR FAILURE TO USE THE ITEMS OR ITEM BANK IN ACCORDANCE WITH THE LICENSE OR THE LICENSEE'S AGREEMENT WITH LICENSOR. KDS IS NOT RESPONSIBLE FOR THE CONTENT, ACCURACY, COMPLETENESS OR ADEQUACY OF ANY STATE STANDARDS ACCESSIBLE THROUGH THE COVERED PLATFORM.
- iv. KDS will have no liability under the LICENSEE'S agreement with LICENSOR. In no event shall KDS be liable for consequential, incidental, punitive or other indirect damages. FURTHERMORE, NOTWITHSTANDING ANYTHING CONTAINED IN THE AGREEMENT TO THE CONTRARY, UNDER NO CIRCUMSTANCES SHALL KDS BE LIABLE TO LICENSEE OR ANY THIRD PARTY FOR ANY DAMAGES IN EXCESS OF THE FEES PAID TO KDS BY OR ON BEHALF OF THE LICENSEE PURSUANT TO THE LICENSE OR THE LICENSEE'S AGREEMENT WITH LICENSOR DURING THE TWELVE-MONTH PERIOD IMMEDIATELY PRECEDING SUCH CLAIM.

Schedule Impact:

- The Inspect@ Item Bank content will be loaded to the Licensee's SchoolCity SUITE instance after receipt of this CRF signed and a valid Purchase Order number. Installation of item bank content typically takes 3 to 5 business days.

Cost Impact:

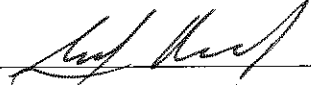
- See Exhibit A

The Licensee and the Licensor, as evidenced by the following representatives' signatures, accept this Change Request Form along with the stated impact.

**SCHOOLCITY INC.
(LICENSOR)**

**TIPTON ELEMENTARY SCHOOL DISTRICT
(LICENSEE)**

Signature: 

Signature: 

Name: Vaseem Anjum

Name: Anthony Hernandez

Title: President/CEO

Title: Co-Superintendent

Date: 09/11/2017

Date: 9-18-17

Processing Instructions:

1. District should send a **signed original and a valid Purchase Order document to SchoolCity.**
 - a. Documents can be faxed to (650) 963-3293 or emailed to contracts@schoolcity.com.
2. District should remit payment (as per the SchoolCity Invoice) to the address below
 - a. SchoolCity Inc., 2900 Lakeside Drive, Suite 270, Santa Clara, CA 95054, Attn: Contracts

EXHIBIT A:

Licensee				
TIPTON ELEMENTARY SCHOOL DISTRICT			CRF Effective Date: 09/11/2017	
Licensor				
SchoolCity Inc			Phone: (800) 343-6572	
PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
Inspect® Item Bank	Inspect® Item Bank includes items for ELA, Math, Science and SS; and pre-made assessments for ELA & Math. (provided through Key Data Systems)	564	\$1.50	\$846.00
TOTAL AMOUNT				\$864.00
NOTES: Amount above reflects changes in CRF # TESD-Inspect-091117-01.				

EXHIBIT B: School List

Count	School Site Name	School Site State Code	Student Count
1	Tipton Elementary School	6054431	564
	TOTAL		564

Source Used: CDE/CBEDS 2016-2017 Report (DataQuest - <http://dq.cde.ca.gov/dataquest>)

4. ADMINISTRATIVE: Action items:

4.1 Approval of Quarterly Board Policies

VISION

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. The district's vision may be incorporated into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, with clearly defined procedures, timelines, and responsibilities, for establishing, reviewing, and updating the district's vision statements. This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.

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

The Board shall review the district's vision statements annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians, and the community.

(cf. 1113 - District and School Web Sites)
(cf. 1100 - Communication with the Public)

Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

VISION (continued)

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

52060-52077 *Local control and accountability plan*

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research,
May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, *Governance Brief*, June 2014

Defining Governance, Issue 3: Governance Practices, *Governance Brief*, April 2014

WEB SITES

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

PHILOSOPHY

In order to establish and support a guiding vision for the district, the Governing Board shall develop, articulate, and regularly review an overarching set of fundamental principles which describe the district's core beliefs, values, and tenets. The Board and district staff shall incorporate these principles into all programs, activities, and operations of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.

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

3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.
4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.
5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.
6. A safe, nurturing environment and positive school climate are necessary for learning, academic achievement, and student development.

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.

(cf. 6020 - Parent Involvement)

8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.

PHILOSOPHY (continued)

9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.
10. Students and staff are encouraged and motivated by high expectations and recognition for their accomplishments.
11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.
12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 9240 - Board Training)

13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.
14. A common set of norms and protocols is crucial to effective governance.
15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.
16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.

(cf. 1000 - Concepts and Roles)

17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.
19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.

PHILOSOPHY (continued)

20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 *Local development of programs based on stated philosophy and goals*

51019 *Definition of philosophy*

51100-51101 *Parental involvement*

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research,
May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student
Achievement, August 7, 2014

Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014

WEB SITES

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

National School Climate Center: <http://schoolclimate.org>

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that are expressly applicable to charter schools, including, but not limited to, requirements that each charter school:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)
4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission

CHARTER SCHOOL OVERSIGHT (continued)

preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance, except for existing students of the charter school, shall be determined by a public random drawing. Preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admission preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)
9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
11. If the school offers a kindergarten program: (Education Code 48000)
 - a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2
 - b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020
12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
14. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)

CHARTER SCHOOL OVERSIGHT (continued)

15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
18. If the school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components (Education Code 215)
19. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
20. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)
21. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)
22. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
23. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
24. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
25. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by

CHARTER SCHOOL OVERSIGHT (continued)

- gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
26. If the school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
 27. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
 28. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
 29. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
 30. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
 31. If the school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
 32. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care

CHARTER SCHOOL OVERSIGHT (continued)

- motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus (Education Code 39831.3)
33. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
 34. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)
 35. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
 - a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
 - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration
 36. If the school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist
 37. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)

CHARTER SCHOOL OVERSIGHT (continued)

38. Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template adopted by the State Board of Education. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5, 52064)

When conducting this review, the governing body of the school 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. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)
 - c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and the California Department of Education. (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

39. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
40. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
41. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

EVALUATION OF THE SUPERINTENDENT

The Governing Board recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting established goals.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0500 - Accountability)
(cf. 2121 - Superintendent's Contract)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation. Evaluation criteria shall include, but are not limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement and recommendations for improving effectiveness in any areas of need, concern, or unsatisfactory performance.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

EVALUATION OF THE SUPERINTENDENT (continued)

At this meeting, the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional information regarding his/her performance or district progress.

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

(cf. 9240 - Board Training)

(cf. 9400 - Board Self-Evaluation)

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

GOVERNMENT CODE

6254.8 *Public Records Act; employment contracts*

54957 *Closed session, personnel matters*

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

WEB SITES

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

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

CERTIFICATION

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall verify that any person who is employed by the district while his/her application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

CERTIFICATION (continued)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

CERTIFICATION (continued)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

CERTIFICATION (continued)

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1 - Personal Illness and Injury Leave)
(cf. 4161.11 - Industrial Accident/Illness Leave)
(cf. 4161.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

CERTIFICATION (continued)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective

CERTIFICATION (continued)

techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or #4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
July 2017

All Personnel

AR 4112.61

4212.61

EMPLOYMENT REFERENCES

4312.61

The Superintendent or designee shall be responsible for processing requests for employment references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.

The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)

Any reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district shall provide a truthful and accurate account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)

Legal Reference:

- LABOR CODE
- 1050-1054 *Reemployment privileges*
- CIVIL CODE
- 47 *Privileged communication*
- CODE OF CIVIL PROCEDURE
- 527.3 *Labor disputes*
- CODE OF REGULATIONS, TITLE 5
- 80332 *Professional candor and honesty in letters or memoranda of employment recommendation*
- COURT DECISIONS
- Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
July 2017

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

OPTION 1: The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. World/foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

- 220 *Prohibition against discrimination*
 - 1240 *County superintendent, general duties*
 - 33050-33053 *General waiver authority*
 - 33126 *School accountability report card*
 - 35272 *Education and athletic materials*
 - 44805 *Enforcement of course of studies; use of textbooks, rules and regulations*
 - 49415 *Maximum textbook weight*
 - 51501 *Nondiscriminatory subject matter*
 - 52060-52077 *Local control and accountability plan*
 - 60000-60005 *Instructional materials, legislative intent*
 - 60010 *Definitions*
 - 60040-60052 *Instructional requirements and materials*
 - 60060-60063.5 *Requirements for publishers and manufacturers*
 - 60070-60076 *Prohibited acts (re instructional materials)*
 - 60110-60115 *Instructional materials on alcohol and drug education*
 - 60119 *Public hearing on sufficiency of materials*
 - 60200-60210 *Elementary school materials*
 - 60226 *Requirements for publishers and manufacturers*
 - 60350-60352 *Core reading program instructional materials*
 - 60400-60411 *High school textbooks*
 - 60510-60511 *Donation for sale of obsolete instructional materials*
 - 60605 *State content standards*
 - 60605.8 *Common Core State Standards*
 - 60605.86-60605.88 *Supplemental instructional materials aligned with Common Core State Standards*
- CODE OF REGULATIONS, TITLE 5
- 9505-9530 *Instructional materials*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 *Guidelines for Piloting Textbooks and Instructional Materials*, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, *Common Core State Standards*:

<http://www.scoe.net/castandards>

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

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Resolution On Sufficiency Of Instructional Materials

Whereas, the Governing Board of the *(name of school district)*, in order to comply with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- English language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- World/foreign language: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- Health: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the *(year)* school year, the *(name of school district)* has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world/foreign language, and health.)*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the (*year*) school year, the (*name of school district*) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency.)*

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

MELLO-ROOS DISTRICTS

The Governing Board desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. Toward that end, the Board may order the formation of a community facilities district (CFD) (Mello-Roos district) for the acquisition or improvement of school facilities when, in the Board's judgment, it is in the best interest of district students and the community. The issuance of debt through the CFD shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Facilities Financing)

(cf. 7211 - Developer Fees)

(cf. 7213 - School Facilities Improvement Districts)

Proceedings to establish a CFD may be instituted at the Board's discretion. In addition, such proceedings shall be instituted when a written request to establish a CFD has been filed by any two Board members, or a petition has been submitted by at least 10 percent of registered voters residing within the territory of the proposed CFD or by the owners of at least 10 percent of the area of land to be included within the proposed CFD. (Government Code 53318)

Prior to initiating proceedings to form a CFD, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the Mello-Roos Community Facilities Act, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8
6. To the extent authorized by law, priority for students residing within the CFD to attend schools financed in whole or in part by the CFD, in a manner that reflects the proportion of each school's financing provided through the CFD

(cf. 5116 - School Attendance Boundaries)

MELLO-ROOS DISTRICTS (continued)

Within 45 days of receiving a written request or petition to establish a CFD, the Board shall determine a fee to be paid by the requesters or petitioners which shall be sufficient to compensate the district for the costs incurred in conducting proceedings to create the CFD. Proceedings for establishing the CFD shall only be initiated after payment of the fee. (Government Code 53318)

Upon Board action to form a CFD, or within 90 days after the receipt of a petition or request to form a CFD and the payment of any applicable fee, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the CFD, which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing the text or a summary of the resolution of intention once, in a newspaper of general circulation published in the area of the proposed CFD, at least seven days before the hearing, and shall include other requirements specified in Government Code 53322. Notice of the hearing may also be sent by first-class mail to each registered voter and to each landowner within the proposed CFD. (Government Code 53320, 53321, 53322, 53322.4)

If, after the hearing, the Board decides to establish a CFD, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

If a special tax is proposed to be levied in the CFD, the Board shall submit the resolution of formation and other information specified in Government Code 53326 to the elections official within three business days after the adoption of the resolution of formation, and the question of levying the special tax shall be submitted to the qualified electors of the proposed CFD in accordance with law. (Government Code 53326)

Upon approval by two-thirds of the voters in the proposed CFD, the tax may be levied in accordance with Government Code 53340. (Government Code 53328)

Whenever the Board deems it necessary for the CFD to incur a bonded indebtedness, it shall follow the procedures specified in Government Code 53345-53365.7, as applicable.

The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

The Superintendent or designee shall, within seven months after the last day of each fiscal year, prominently display the following reports on the district's web site: (Government Code 53343.2)

1. A copy of an annual report for that fiscal year, if requested pursuant to Government Code 53343.1

MELLO-ROOS DISTRICTS (continued)

2. A copy of the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5
3. A copy of the report provided to the State Controller's Office pursuant to Government Code 12463.2

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

12463.2 Reports

17556 Payment of costs mandated by the state

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Bond Sales - Questions and Considerations for Districts, 2012

WEB SITES

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

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

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

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

PRESIDENT

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

PRESIDENT (continued)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

(cf. 9240 - Board Training)

OPTION 1: When the president resigns or is absent, the clerk shall perform the president's duties. When both the president and clerk are absent, the Board shall choose a president pro tempore to perform the president's duties.

(cf. 9123 - Clerk)

Legal Reference: (see next page)

PRESIDENT (continued)

Legal Reference:

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

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

GOVERNING BOARD ELECTIONS

Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)

GOVERNING BOARD ELECTIONS (continued)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

(cf. 9110 - Terms of Office)

Elections Process and Procedures

OPTION 2: (Election using "at-large" voting method)

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

GOVERNING BOARD ELECTIONS (continued)

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

OPTION 1: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

GOVERNING BOARD ELECTIONS (continued)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

OPTION 2: The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

OPTION 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Legal Reference: (see next page)

GOVERNING BOARD ELECTIONS (continued)

Legal Reference:

EDUCATION CODE

1006 *Qualifications for holding office, county board of education*

5000-5033 *Elections*

5220-5231 *Elections*

5300-5304 *General provisions (conduct of elections)*

5320-5329 *Order and call of elections*

5340-5345 *Consolidation of elections*

5360-5363 *Election notice*

5380 *Compensation (of election officer)*

5390 *Qualifications of voters*

5420-5426 *Cost of elections*

5440-5442 *Miscellaneous provisions*

7054 *Use of district property*

35107 *Eligibility; school district employees*

35177 *Campaign expenditures or contributions*

35239 *Compensation of governing board member of districts with less than 70 ADA*

ELECTIONS CODE

20 *Public office eligibility*

1302 *Local elections, school district election*

2201 *Grounds for cancellation*

4000-4008 *Elections conducted wholly by mail*

10010 *District boundaries*

10400-10418 *Consolidation of elections*

10509 *Notice of election by secretary*

10600-10604 *School district elections*

13307 *Candidate's statement*

13308 *Candidate's statement contents*

13309 *Candidate's statement, indigence*

14025-14032 *California Voting Rights Act*

14050-14057 *California Voter Participation Rights Act*

20440 *Code of Fair Campaign Practices*

GOVERNMENT CODE

1021 *Conviction of crime*

1097 *Illegal participation in public contract*

12940 *Nondiscrimination, Fair Employment and Housing Act*

81000-91014 *Political Reform Act*

PENAL CODE

68 *Bribes*

74 *Acceptance of gratuity*

Legal Reference continued: (see next page)

GOVERNING BOARD ELECTIONS (continued)

Legal Reference: (continued)

PENAL CODE (continued)

424 *Embezzlement and falsification of accounts by public officers*

661 *Removal for neglect or violation of official duty*

CALIFORNIA CONSTITUTION

Article 2, Section 2 *Voters, qualifications*

Article 7, Section 7 *Conflicting offices*

Article 7, Section 8 *Disqualification from office*

UNITED STATES CODE, TITLE 52

10301-10508 *Voting Rights Act*

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)

83 Ops.Cal.Atty.Gen. 181 (2000)

81 Ops.Cal.Atty.Gen. 94 (1998)

69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017

WEB SITES

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

California Secretary of State's Office: <http://www.sos.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

ORIENTATION

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 - Role of the Board)
(cf. 9220 - Governing Board Elections)
(cf. 9223 - Filling Vacancies)

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

(cf. 9121 - President)

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

(cf. 1112 - Media Relations)
(cf. 1160 - Political Processes)
(cf. 9005 - Governance Standards)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)

ORIENTATION (continued)

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

(cf. 9240 - Board Training)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

33360 *Department of Education and statewide association of school district boards; annual workshops*

33362-33363 *Reimbursement of expenses; board member or member-elect*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act, especially:*

54952.1 *Member of a legislative body*

54952.2 *Open meeting laws; posting agenda; board actions*

54952.7 *Copies of Brown Act to board members*

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

WEB SITES

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

BOARD SELF-EVALUATION

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Legal Reference: (see next page)

BOARD SELF-EVALUATION (continued)

Legal Reference:

GOVERNMENT CODE

54950-54963 *Brown Act; board self-evaluations not covered*

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

CSBA Board Self-Evaluation: <http://bse.csba.org>

4. ADMINISTRATIVE: Action items:

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

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

RESOLUTION NO. 2017-2018-09

**REIMBURSEMENT OF GENERAL FUND
WITH SCHOOL FACILITY PROGRAM FUNDING**

WHEREAS, the School Facility Program (“SFP”) provides funding grants for school districts to acquire school sites, construct new school facilities, or modernize existing school facilities; and

WHEREAS, in October of 2015, the Tipton Elementary School District (“District”) submitted an eligibility application with the Office of Public School Construction for the receipt of funds under the SFP and anticipates the receipt of such funding; and

WHEREAS, in July 2016, the District required the construction of a new multi-purpose building at Tipton Elementary School for the implementation of its music and drama programs, to increase capacity in the cafeteria, and to provide an updated kitchen with better operating equipment; and

WHEREAS, the District’s initial plan to fund the \$6,900,000 construction of the multi-purpose building at Tipton Elementary School was as follows: \$3,300,000 from general obligation bond proceeds; \$2,000,000 from the General Fund; and \$1,600,000 from SFP funds;

WHEREAS, the District began construction of the multi-purpose building in July 2016;

WHEREAS, SFP funding was not available to the District for the construction of a multi-purpose building in July 2016 due to a delay in the SFP’s sale of State bonds; and

WHEREAS, the District must now finance \$1,600,000 of the cost for the construction of the multi-purpose building initially intended to be funded by the SFP, with an additional \$1,600,000 from the General Fund, above the \$2,000,000 initially intended to originate from the General Fund; and

WHEREAS, the District intends to use \$1,600,000 of SFP funds when such monies are received from the State, to reimburse the General Fund for the dollar amount used to bridge finance the construction of the multi-purpose building; and

WHEREAS, the availability of general purpose funds are necessary to support classroom instruction and school operation.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Upon its receipt of SFP funding, the District shall use such funds to reimburse the District’s General Fund used for the construction of the multi-purpose building at Tipton Elementary School.

The foregoing Resolution was adopted by the Governing Board of the Tipton Elementary School District on the 3rd day of October, 2017 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Governing Board of the
Tipton Elementary School District

I, Stacey Bettencourt, Secretary to the Governing Board of the Tipton Elementary School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on October 3rd, 2017.

Secretary, Governing Board of the
Tipton Elementary School District

5. FINANCE: Action items:

5.1 Vendor Payments

Board Meeting October 3, 2017

APY LIST

** FINAL **

Vendor No	Vendor Name	Reference Number	Payment Date	PO #	Invoice No	Account Code	Amount
13456	A & G TELEPHONE SERVICE, INC.	180265	8/16/2017 12:00:00 AM	3700		010-81500-0-00000-81000-58000-	\$177.50
3676	American Incorporated	180262	8/31/2017 12:00:00 AM	7070287		010-81500-0-00000-81000-58000-	\$125.24
14188	Anthony Hernandez	180263	9/14/2017 12:00:00 AM		Roedy Park Fee Reimb	010-00000-0-11100-10000-58000-	\$10.00
12788	ARAMARK UNIFORM SERVICES INC	180256	7/6/2017 12:00:00 AM	000601427116		010-00000-0-00000-81000-55000-	\$168.22
12788	ARAMARK UNIFORM SERVICES INC	180257	7/13/2017 12:00:00 AM	000601434339		010-00000-0-00000-81000-55000-	\$168.22
12788	ARAMARK UNIFORM SERVICES INC	180258	7/20/2017 12:00:00 AM	00601441622		010-00000-0-00000-81000-55000-	\$168.22
12788	ARAMARK UNIFORM SERVICES INC	180259	8/3/2017 12:00:00 AM	000601459406		010-00000-0-00000-81000-55000-	\$191.12
12788	ARAMARK UNIFORM SERVICES INC	180260	9/17/2017 12:00:00 AM	601492896		010-00000-0-00000-81000-55000-	\$181.62
12788	ARAMARK UNIFORM SERVICES INC	180261	9/14/2017 12:00:00 AM	601500248		010-00000-0-00000-81000-55000-	\$168.22
13412	AUTO-CHLOR SYS.OF FRESNO, INC.	180266	9/5/2017 12:00:00 AM	281419		130-53100-0-00000-37000-58000-	\$242.17
13619	CDW GOVERNMENT, INC.	180273	8/25/2017 12:00:00 AM	JXP2016		010-07200-0-11100-10000-43000-	\$51.72
13619	CDW GOVERNMENT, INC.	180274	8/25/2017 12:00:00 AM	JXN2496		010-07200-0-11100-10000-43000-	\$19.71
12938	CENTRAL VALLEY LOCK & SAFE	180272	9/7/2017 12:00:00 AM	51018		010-81500-0-00000-81000-43000-	\$278.91
14245	CENTRAL VALLEY REFRIGERATION	180267	8/1/2017 12:00:00 AM	14606		010-00000-0-00000-81000-58000-	\$468.05
14245	CENTRAL VALLEY REFRIGERATION	180268	8/8/2017 12:00:00 AM	14772		010-00000-0-00000-81000-58000-	\$533.78
14245	CENTRAL VALLEY REFRIGERATION	180269	8/10/2017 12:00:00 AM	14812		010-00000-0-00000-81000-58000-	\$137.00
14245	CENTRAL VALLEY REFRIGERATION	180270	8/16/2017 12:00:00 AM	14922		010-00000-0-00000-81000-58000-	\$673.32
14245	CENTRAL VALLEY REFRIGERATION	180271	8/23/2017 12:00:00 AM	15068		010-00000-0-00000-81000-58000-	\$144.54
13459	DELL MARKETING L.P.	180275	9/11/2017 12:00:00 AM	10190147734		010-07200-0-11100-10000-43000-	\$267.63
13219	DEPARTMENT OF JUSTICE	180276	9/6/2017 12:00:00 AM	253651		010-00000-0-00000-72000-58000-	\$337.00
11961	GIOTTOS ALARM TECH	180277	8/29/2017 12:00:00 AM	116026		010-81500-0-00000-81000-58000-	\$82.62
14164	IEC POWER LLC	180278	9/5/2017 12:00:00 AM	TESD-OM-INV18		010-99900-0-00000-81000-58000-	\$2,458.64
14244	J & E DIESEL	180279	8/25/2017 12:00:00 AM	INV0154		010-07230-0-00000-36000-58000-	\$542.09
11838	LANGE PLUMBING	180280	8/31/2017 12:00:00 AM	817686		010-00000-0-00000-81000-43000-	\$118.17

13740 LAURA LANDEROS	180264	9/14/2017 12:00:00 AM	Lottery Reimb	010-11000-0-11100-10000-43000-	\$100.00
13961 LOWE'S	180281	8/7/2017 12:00:00 AM	990993	010-81500-0-00000-81000-43000-	\$298.05
13961 LOWE'S	180282	8/11/2017 12:00:00 AM	908422	010-81500-0-00000-81000-43000-	\$68.19
13961 LOWE'S	180283	8/15/2017 12:00:00 AM	902982	010-81500-0-00000-81000-43000-	\$177.21
13961 LOWE'S	180284	8/21/2017 12:00:00 AM	908324	010-81500-0-00000-81000-43000-	\$20.98
13961 LOWE'S	180285	8/22/2017 12:00:00 AM	987265	010-81500-0-00000-81000-43000-	\$100.78
13961 LOWE'S	180286	8/30/2017 12:00:00 AM	908813	010-81500-0-00000-81000-43000-	\$30.84
13961 LOWE'S	180287	8/30/2017 12:00:00 AM	907127	010-81500-0-00000-81000-43000-	\$24.59
13607 MANGINI ASSOCIATES, INC.	180289	8/31/2017 12:00:00 AM	8776	350-77110-0-00000-85000-62000-	\$10.70
14097 MCGRAW-HILL SCHOOL EDUCATION	180288	8/31/2017 12:00:00 AM	99033335001	010-63000-0-11100-10000-42000-	\$400.88
13191 PRODUCERS	180290	9/2/2017 12:00:00 AM	20949706	130-53100-0-00000-37000-47000-	\$5,025.47
13191 PRODUCERS	180291	9/9/2017 12:00:00 AM	20952503	130-53100-0-00000-37000-47000-	\$540.18
14111 SISC	180299	8/31/2017 12:00:00 AM	AUGUST 2017 HW	010-00000-0-00000-00000-95024-	\$57,106.69
14111 SISC	180302	9/30/2017 12:00:00 AM	SEPT HW 2017	010-00000-0-00000-00000-95024-	\$57,106.69
14111 SISC	180301	8/31/2017 12:00:00 AM	AUGUST 2017 HW	010-00000-0-00000-00000-95028-	\$4,321.20
14111 SISC	180304	9/30/2017 12:00:00 AM	SEPT HW 2017	010-00000-0-00000-00000-95028-	\$4,321.20
14111 SISC	180300	8/31/2017 12:00:00 AM	AUGUST 2017 HW	010-00000-0-00000-71000-34020-	\$6,627.40
14111 SISC	180303	9/30/2017 12:00:00 AM	SEPT HW 2017	010-00000-0-00000-71000-34020-	\$6,627.40
14111 SISC	180305	9/14/2017 12:00:00 AM	SEPT HW 2017	010-00000-0-00000-72000-58000-	\$340.83
13130 SYSCO FOOD SERVICES	180298	9/5/2017 12:00:00 AM	184299949	130-53100-0-00000-37000-47000-	\$3,467.81
5760 TIPTON COMMUNITY SERVICES DIST	180292	8/31/2017 12:00:00 AM	AUG 2017 100-400-02	010-00000-0-00000-81000-55000-	\$576.24
12324 TULE TRASH COMPANY	180294	8/29/2017 12:00:00 AM	AUG- ACCT 2677	010-00000-0-00000-81000-55000-	\$1,006.80
12324 TULE TRASH COMPANY	180293	8/29/2017 12:00:00 AM	AUG- ACCT 4585	130-53100-0-00000-81000-55000-	\$717.00
12650 VALLEY FOOD SERVICE	180295	8/21/2017 12:00:00 AM	340616	130-53100-0-00000-37000-47000-	\$271.12
12650 VALLEY FOOD SERVICE	180296	9/6/2017 12:00:00 AM	341240	130-53100-0-00000-37000-47000-	\$904.14
12650 VALLEY FOOD SERVICE	180297	9/11/2017 12:00:00 AM	341497	130-53100-0-00000-37000-47000-	\$399.68

General Fund Total Expenditures Up To September 15, 2017

13412 AUTO-CHLOR SYS.OF FRESNO, INC.	180266	9/5/2017 12:00:00 AM	281419	130-53100-0-00000-37000-58000-	\$242.17
13607 MANGINI ASSOCIATES, INC.	180289	8/31/2017 12:00:00 AM	8776	350-77110-0-00000-85000-62000-	\$10.70
13191 PRODUCERS	180290	9/2/2017 12:00:00 AM	20949706	130-53100-0-00000-37000-47000-	\$5,025.47
13191 PRODUCERS	180291	9/9/2017 12:00:00 AM	20952503	130-53100-0-00000-37000-47000-	\$540.18

\$1,58,305.78

13130 SYSCO FOOD SERVICES	180298	9/5/2017 12:00:00 AM	184299949	130-53100-0-00000-37000-47000-	\$3,467.81
12324 TULE TRASH COMPANY	180293	8/29/2017 12:00:00 AM	AUG- ACCT 4585	130-53100-0-00000-81000-55000-	\$717.00
12650 VALLEY FOOD SERVICE	180295	8/21/2017 12:00:00 AM	340616	130-53100-0-00000-37000-47000-	\$271.12
12650 VALLEY FOOD SERVICE	180296	9/6/2017 12:00:00 AM	341240	130-53100-0-00000-37000-47000-	\$904.14
12650 VALLEY FOOD SERVICE	180297	9/11/2017 12:00:00 AM	341497	130-53100-0-00000-37000-47000-	\$399.68
Cafeteria Fund Total Expenditures Up To September 15, 2017					\$11,578.27
13607 MANGINI ASSOCIATES, INC.	180289	8/31/2017 12:00:00 AM	8776	350-77110-0-00000-85000-62000-	\$10.70

Building Fund Total Expenditures Up To September 15, 2017

TOTAL ACCOUNTS PAYABLE \$169,894.75

5. FINANCE: Action items:

5.2 Budget Revisions

Budget Revision Report

DISTRICTNO: 53
 FISCALYEAR: 2018

Control Number: 92754398

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund Expenditures			
010-00000-0-00000-72000-24000-0	\$0.00	\$32,331.00	\$32,331.00
010-07200-0-11100-31400-22000-0	\$0.00	\$5,000.00	\$5,000.00
Classified Salaries	\$0.00	\$37,331.00	\$37,331.00
Employee Benefits	\$68,153.58	\$11,846.42	\$80,000.00
010-00000-0-00000-71000-34020-0	\$68,153.58	\$11,846.42	\$80,000.00
Services, Other Operating Expenses	\$15,990.94	\$3,922.10	\$19,913.04
010-62640-0-11100-24900-58000-0	\$15,990.94	\$3,922.10	\$19,913.04
Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
010-62300-0-00000-85000-62000-0	\$0.00	\$10,000.00	\$10,000.00
Other Outgo	\$90,798.00	\$169.00	\$90,967.00
010-99900-0-00000-91000-74390-0	\$90,798.00	\$169.00	\$90,967.00
Total Expenditures	\$174,942.52	\$63,268.52	\$238,211.04

Budgeted Unappropriated Fund Balance before this adjustment:

\$2,518,691.55

Total Adjustment to Unappropriated Fund Balance:

(\$63,268.52)

Budgeted Unappropriated Fund Balance after this adjustment:

\$2,455,423.03

53 Tipton Elementary School District
Fiscal Year: 2018

DISTRICTNO: 53
FISCALYEAR: 2018

Budget Revision Report

BGR030
anthonyh
9/27/2017
3:07:23PM

Control Number: 92754398

Account Classification Approved / Revised Change Amount Proposed Budget

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

Authorized by: _____
(County Office Use Only)
Updated at County Office on ____/____/____ by _____

Budget Revision Report

DISTRICTNO: 53
 FISCALYEAR: 2018

Control Number: 92754398

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund Expenditures			
010-00000-0-00000-72000-24000-0	\$0.00	\$32,331.00	\$32,331.00
010-07200-0-11100-31400-22000-0	\$0.00	\$5,000.00	\$5,000.00
Classified Salaries	\$0.00	\$37,331.00	\$37,331.00
Employee Benefits	\$68,153.58	\$11,846.42	\$80,000.00
010-00000-0-00000-71000-34020-0	\$68,153.58	\$11,846.42	\$80,000.00
Services, Other Operating Expenses	\$15,990.94	\$3,922.10	\$19,913.04
010-62640-0-11100-24900-58000-0	\$15,990.94	\$3,922.10	\$19,913.04
Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
010-62300-0-00000-85000-62000-0	\$0.00	\$10,000.00	\$10,000.00
Other Outgo	\$90,798.00	\$169.00	\$90,967.00
010-99900-0-00000-91000-74390-0	\$90,798.00	\$169.00	\$90,967.00
Total Expenditures	\$174,942.52	\$63,268.52	\$238,211.04

Budgeted Unappropriated Fund Balance before this adjustment:

\$2,518,691.55

Total Adjustment to Unappropriated Fund Balance:

(\$63,268.52)

Budgeted Unappropriated Fund Balance after this adjustment:

\$2,455,423.03

53 Tipton Elementary School District
Fiscal Year: 2018

DISTRICTNO: 53
FISCALYEAR: 2018

Budget Revision Report

BGR030
anthonyh

9/27/2017
3:07:23PM

Control Number: 92754398

Account Classification

Approved / Revised Change Amount Proposed Budget

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

Authorized by: _____

(County Office Use Only)
Updated at County Office on ____/____/____ by _____

6. 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

PROGRESS MEETING NO. 19

Issue Date: September 12, 2017

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

MEETING DATE: September 11, 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)

Kirk Purcaro (KP)

Ryan Morrelli (RM)

Tom Hirst (TH)

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

1. Stud/soffit framing is ongoing. Installing scaffolding as well.
2. HVAC, plumbing and electrical rough in is ongoing.

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. Deck welding and side lapping inspections are complete. Welding of stiff clips is ongoing.
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.
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
14-2	KP	In order for the power to be functional at the bus yard, the concrete needs to be installed ASAP for the new transformer and panel. KP to check on this, the power needs to be on by this Friday. 8.7.17 – The work should be ready to notify SCE this Thursday. 8.14.17 – All is ready; waiting on SCE to schedule a crew. 9.11.17 – This work is scheduled for tomorrow , 9.12.17.

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

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

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

Prepared On: 9/11/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
	01 7425	Construction Waste Management and Controls	Expected			
	07 1900	Water Repellents	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	07 9210	Elastomeric Joint Sealants	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			
	21 2300	Wet Chemical Fire Suppression System	Expected			
39.3	22 0000	Plumbing	Expected			
38.2	22 0000	Plumbing - Site	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	27 4030	Audio Visual System-Conference Center	Expected			
	32 1210	Asphaltic Paving	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

38.1	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: 9/11/2017 12:00:00 AM

ID	Subject	Status	Received	Last Action	Response Date
71	Smoke Detectors in Room 809	Open	9/7/2017 7:00:00 AM	Forwarded - To Answer	
69	Wall mounted pipe hanger detail	Open	9/5/2017 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	
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
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 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 Reason: 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 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Clarification of Documents			\$0.00	0	\$0.00	0	DSA approved 6.15.17.		
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission			\$0.00	0	\$0.00	0			
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission			\$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 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$0.00	0	<i>Pending Review.</i>		
Total Accepted Cost Impact →									\$ 25,985.39	46	← Total Accepted Time Impact		

PROGRESS MEETING NO. 20

Issue Date: September 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: September 18, 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.
2. HVAC, plumbing and electrical rough in is ongoing.
3. Roof ladder has been installed.
4. Grading the ponding basin.

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.
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.
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
14-2	KP	In order for the power to be functional at the bus yard, the concrete needs to be installed ASAP for the new transformer and panel. KP to check on this, the power needs to be on by this Friday. 8.7.17 - The work should be ready to notify SCE this Thursday. 8.14.17 - All is ready; waiting on SCE to schedule a crew. 9.11.17 - This work is scheduled for tomorrow, 9.12.17.
20-1	RM	<i>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.</i>
20-2	RM	<i>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.</i>
20-3	N/A	<i>Discussed the HVAC dampers as brought up by LNCA. LS said that they may be left in place as installed (stamped units, not cast).</i>
20-4	KP	<i>Discussed the mounting of the pot fill faucet on the stainless plenum. KP to send a RFI.</i>

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

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

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

Prepared On: 9/18/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
	01 7425	Construction Waste Management and Controls	Expected			
	07 1900	Water Repellents	Expected			
	07 2120	Foam-In-Place Insulation	Expected			
	07 8400	Firestopping	Expected			
	07 9210	Elastomeric Joint Sealants	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			
	21 2300	Wet Chemical Fire Suppression System	Expected			
39.3	22 0000	Plumbing	Expected			
38.2	22 0000	Plumbing - Site	Expected			
	27 2216	Uninterruptible Power Supply	Expected			
	27 4030	Audio Visual System-Conference Center	Expected			
	32 1210	Asphaltic Paving	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

38.1	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: 9/18/2017 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	
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 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 Reason: 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 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Clarification of Documents			\$0.00	0	\$0.00	0	DSA approved 6.15.17.		
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission			\$0.00	0	\$0.00	0			
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission			\$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 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$0.00	0	<i>Pending Review.</i>		
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$0.00	0	<i>Pending EE Review.</i>		
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: Unforeseen Condition	24	9.13.17	\$14,288.35	0	\$0.00	0	<i>Pending CE Review.</i>		
42	N	PR	9.18.17	RFI 71 - Revise the fire alarm layout in Room 809 based on the value engineering item removing the ceiling Reason: Value Engineering			\$0.00	0	\$0.00	0			
Total Accepted Cost Impact →									\$ 25,985.39	46	← Total Accepted Time Impact		

PROGRESS MEETING NO. 21

Issue Date: September 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: September 25, 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 Overcast Rain Snow Foggy Cold Cool Warm Hot**Site Conditions** Clear Muddy Dusty**Day** Monday Tuesday Wednesday Thursday Friday**Field Observations:**

1. Stud/soffit framing is ongoing.
2. HVAC, plumbing, fire sprinkler and electrical rough in is ongoing.
3. Fire line to the back flow is installed. Tie in to street is planned for tomorrow.
4. Roofers have started the single ply system roofing on the high roof today.

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.
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.
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	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. 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.
20-3	N/A	Discussed the HVAC dampers as brought up by LNCA. LS said that they may be left in place as installed (stamped units, not cast).
20-4	KP	Discussed the mounting of the pot fill faucet on the stainless plenum. KP to send a RFI.

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

MANGINI ASSOCIATES INC.

By: Ryan Morrelli Title: Architect

Attachments: Submittal log, RFI log, Bulletin log

Copies to: Attendees

Submittal Report - All

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

Prepared On: 9/25/2017 12:00:00 AM

ID	Spec Section	Subject	Status	Received	Last Action	Response Date
38.2	22 0000	Plumbing - Site	Open	9/19/2017 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			
	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
38.1	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: 9/25/2017 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	
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 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
3	N	PR	1.23.17	Revise layout of room 820 and provide utility connections for washer/dryer Reason: Engineer Omission	3 3R	2.16.17 4.10.17	\$3,658.00 \$5,033.00	0	\$5,033.00	0	DSA approved 1.23.17. Owner approved 4.17.17.	2	04.25.17
4	N	PR	1.23.17	Provide pipe wrap per specifications (previously deleted by V.E.) Reason: Value Engineering	4	2.16.17	\$2,123.00	0	\$2,123.00	0	Owner approved 2.21.17.	1	03.30.17
5	N	SI	1.24.17	Revise the size of the Janitor Room 818 Reason: Improved Information	---	---	\$0.00	0	\$0.00	0		---	---
6	N	PR	1.24.17	Delete the stage curtain motor from the project Reason: Clarification of Documents	1	1.25.17	(\$3,072.00)	0	(\$3,072.00)	0	Owner approved 1.25.17.	1	03.30.17
7	Y	SI	2.6.17	Revise wall elevations to indicate opening at door 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 2.2.17.	---	---
8 8R	N	SI	2.28.17	Misc. electrical clarifications Reason: Recognition of Omission	5 5.1 5.2	2.22.17 3.2.17 3.29.17	\$7,413.00 \$2,261.00 \$2,082.00	0	\$2,082.00	0	Owner approved 3.30.17.	1	03.30.17
9	N	---	---	Delay Day Request (December & January) Reason: Field Conditions	2	2.8.17	\$0.00	26	\$0.00	22	Owner approved 2.13.17.	1	03.30.17
10	N	SI	3.1.17	Revise electrical to gate operator based on substitution Reason: Contractor Substitution	7	3.21.17	\$322.00	0	\$0.00	0	Void per OEM on 4.18.17.	---	---
11	N	PR	3.1.17	Provide power and controls conduit to scoreboard and shot clocks Reason: Engineer Omission	10	3.28.17	\$4,011.00	0	\$4,011.00	0	Owner approved 3.29.17.	1	03.30.17
12	N	SI	3.8.17	Revise the door and frame paint color at the stage storage doors Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
13 13R	N	PR	3.22.17 4.19.17	Delete the fire/smoke dampers from wall on G.L. H Reason: Clarification of Documents	13 13.1	4.19.17 6.20.17	(\$2,513.88) (\$3,638.65)	0	(\$3,638.65)	0	Owner approved 6.26.17.	3	08.21.17
14	N	---	---	SWPPP Inspections - March 2017 Reason: Owner Allowance	6	3.21.17	\$1,168.00	0	\$1,168.00	0	Owner approved 3.23.17.	2	04.25.17
15	N	---	---	Underground locating for existing utilities Reason: Owner Allowance	8 8.1	3.21.17 4.18.17	\$2,781.00 \$2,320.00	0	\$2,320.00	0	DSA approved 4.19.17.	2	04.25.17

Bulletin (B)					Cost Order Request (COR)							Change Order (CO)	
Bulletin Number	DSA	Type	Date Issued	Change Description	COR Number	Date Received	Proposed Cost	Proposed Time	Accepted Cost	Accepted Time	Status	CO Number	Date Issued
16	N	SI	4.18.17	Clarification of pilaster detail 3/S6.4 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
17	N	---	---	RFI 23 - Provide larger pull box for communications Reason: Engineer Omission	11	4.12.17	\$1,561.00	0	\$1,561.00	0	Owner approved 4.25.17.	3	08.21.17
18	Y	SI	4.18.17	Revise the styrofoam wrap and welded dowel at columns Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.18.17.	---	---
19	N	PR	4.17.17	Apply fluid-applied waterproofing at retaining walls Reason: Architect Omission	14 14.1	4.21.17 4.25.17	\$5,472.00 \$4,523.00	0	\$4,523.00	0	Owner approved 4.25.17.	2	04.25.17
20	N	---	---	Delay Day Request (February) Reason: Field Conditions	9	4.19.17	\$0.00	27	\$0.00	22	Owner approved 4.24.17.	2	04.25.17
21	N	---	---	Delay Day Request (March) Reason: Field Conditions	12	4.19.17	\$0.00	6	\$0.00	2	Owner approved 4.24.17.	2	04.25.17
22	Y	SI	4.26.17	Revised roof framing plan at folding partition Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0	DSA approved 4.26.17.	---	---
23	N	SI	5.8.17	Revise the openings to and ceiling heights in rooms 802 and 805 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
24	N	SI	5.19.17	Clarify the opening height between rooms 822 and 823 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
25	N	---	---	SWPPP Inspections - April 2017 Reason: Owner Allowance	15	5.22.17	\$2,628.00	0	\$2,628.00	0	Owner approved 5.22.17.	3	08.21.17
26	N	SI	5.26.17	Revise the ceiling height in Room 819 Reason: 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 Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 6.1.17.	---	---
28	Y	PR	6.15.17	Revise the wheelchair lift area Reason: Clarification of Documents			\$0.00	0	\$0.00	0	DSA approved 6.15.17.		
29	N	---	---	SWPPP Inspections - May/June 2017 Reason: Owner Allowance	17	6.21.17	\$2,840.00	0	\$2,840.00	0	Owner approved 6.26.17.	3	08.21.17
30	N	---	---	RFI 51 - Add double ornamental iron gate at the SCE enclosure and delete the bollards Reason: Utility Company Requirement	18 18.1 18.2	7.11.17 8.7.17 8.17.17	\$24,213.96 \$517.05 \$412.05	0	\$412.05	0	Owner approved 8.17.17.	3	08.21.17
31	N	PR	7.17.17	Provide wall furring in Room 813 at the fire extinguisher cabinet on the South wall (cannot be installed on the CMU wall) Reason: Architect Omission			\$0.00	0	\$0.00	0			
32	Y	SI	7.25.17	RFI 56 - Repair detail for missed embed at Grids 6/C Reason: Field Condition	---	---	\$0.00	0	\$0.00	0	DSA approved 7.25.17.	---	---
33	N	PR	7.28.17	Provide cages at fire sprinklers in the multi-use room Reason: Owner Allowance	20	8.17.17	\$890.28	0	\$890.28	0	Owner approved 9.6.17.	4	
34	N	---	---	SWPPP Inspections - June/July 2017 Reason: Owner Allowance	19	8.17.17	\$1,459.48	0	\$1,459.48	0	Owner approved 8.17.17.	3	08.21.17
35	N	PR	8.21.17	RFI 61 - Add fire alarm to the FDC tamper switch Reason: Engineer Omission			\$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 Reason: Owner Allowance	21	8.21.17	\$1,645.23	0	\$1,645.23	0	Owner approved 8.21.17.	3	08.21.17
37	Y	PR	8.29.17	Revise the suspended ceiling hanger wire attachment Reason: Contractor Request	---	---	\$0.00	0	\$0.00	0	DSA approved 8.29.17.	---	---
38	N	SI	8.31.17	Clarify the plan view soffit dimensions in Room 809 Reason: Clarification of Documents	---	---	\$0.00	0	\$0.00	0		---	---
39	N	---	---	RFI 70 - Add height to Tectum in Room 809 to bottom of steel purlins Reason: Plan Omission	22	9.8.17	\$2,424.41	0	\$0.00	0	<i>Pending Review.</i>		
40	N	---	---	RFI 52 - Relocate the existing under ground solar piping that conflicted with new vault Reason: Unforeseen Condition	23	9.13.17	\$4,151.28	0	\$4,151.28	0	Owner approved 9.20.17.	4	
41	N	---	---	RFI 50 - Lower the storm drain piping due to conflict with existing utilities Reason: 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 Reason: Value Engineering			\$0.00	0	\$0.00	0			
43	N	PR	9.20.17	Revise the exterior lighting at doors 801 and 802 Reason: Recognition of Error			\$0.00	0	\$0.00	0			
44	N	---	---	SWPPP Inspections - August/September 2017 Reason: Owner Allowance	25	9.22.17	\$1,459.48	0	\$1,459.48	0	Owner approved 9.22.17.	4	
Total Accepted Cost Impact →									\$ 31,596.15	46	← Total Accepted Time Impact		

6. INFORMATION: (Verbal Reports & presentations)

6.2 Review of Implementation of State Academic Standards



TIPTON ELEMENTARY SCHOOL DISTRICT



Implementation of State Academic Standards Local Control Accountability Plan Priority 2

Recently Adopted Academic Standards and/or Curriculum Frameworks

1. Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below:

- Common Core State Standards for ELA
- English Language Development (ELD) Aligned to ELA Standards
- Common Core Standards for Mathematics
- Next Generation Science Standards
- History-Social Science

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Content Area	1	2	3	4	5
ELA – Common Core State Standards for ELA				✓	
ELD (Aligned to ELA Standards)	✓				
Mathematics – Common Core State Standards for Mathematics				✓	
Next Generation Science Standards	✓				
History-Social Science	✓				

2. Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught:

- Common Core State Standards for ELA
- ELD Aligned to ELA Standards
- Common Core Standards for Mathematics
- Next Generation Science Standards
- History-Social Science

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Content Area	1	2	3	4	5
ELA – Common Core State Standards for ELA			✓		
ELD (Aligned to ELA Standards)	✓				
Mathematics – Common Core State Standards for Mathematics				✓	
Next Generation Science Standards	✓				
History-Social Science	✓				

3. Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing):

- Common Core State Standards for ELA
- ELD Aligned to ELA Standards
- Common Core Standards for Mathematics
- Next Generation Science Standards
- History-Social Science

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Content Area	1	2	3	4	5
ELA – Common Core State Standards for ELA				✓	
ELD (Aligned to ELA Standards)	✓				
Mathematics – Common Core State Standards for Mathematics			✓		
Next Generation Science Standards	✓				
History-Social Science	✓				

Other Adopted Academic Standards

Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students:

- Career Technical Education
- Health Education Content Standards
- Physical Education Model Content Standards
- Visual and Performing Arts
- World Language

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Content Area	1	2	3	4	5
Career Technical Education		✓			
Health Education Content Standards	✓				
Physical Education Model Content Standards	✓				
Visual and Performing Arts	✓				
World Language	✓				

Support for Teachers and Administrators

5. During the 2016–17 school year (including summer 2016), rate the LEA's success at engaging in the following activities with teachers and school administrators:

- Identifying the professional learning needs of groups of teachers or staff as a whole
- Identifying the professional learning needs of individual teachers
- Providing support for teachers on the standards they have not yet mastered

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Content Area	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole				✓	
Identifying the professional learning needs of individual teachers		✓			
Providing support for teachers on the standards they have not yet mastered		✓			