ROUTINE ITEMS

WCESD BOARD OF TRUSTEES

ITEM NO. IV.A
DATE: February 13, 2018

SUBJECT TITLE: APPROVE AGENDA

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve agenda for the February 13, 2018 Regular Board Meeting.

BACKGROUND

Governing Board meeting agendas state the meeting time and place and briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda provides members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda also provides members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

The Superintendent, as Secretary to the Board, in consultation with the Board president, prepares the agenda for each regular and special meeting.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Board of Trustees
Gary Chavez, President
Bob Dack, Clerk

Liz Faccinto, Member
Pete Mathew, Member
Rene Mendoza, Member

Secretary
Jesus Cruz, Superintendent/Principal

Regular Meeting AGENDA

Tuesday, February 13, 2018, 6:30 p.m.

Washington Colony School, Room M-5
130 E. Lincoln Avenue
Fresno, CA 93706

Persons wishing to address the Board of Trustees on a subject to be considered at this meeting, including any matter that may be designated for public hearing, are asked to notify the Washington Colony Elementary School District Office (see telephone/fax numbers below) by noon of the third working day before the scheduled meeting/hearing, stating the subject they wish to address, the organization they represent (if any), and the nature of their testimony. Time is set aside for individuals so desiring to speak on any topic NOT otherwise on the agenda. In all cases, the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure that the agenda is completed.

REASONABLE ACCOMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Washington Colony Elementary School District Board of Trustees, may request assistance by contacting the WCESD Office, 130 E. Lincoln Avenue, Fresno, CA 93706; telephone (559) 233-0706; fax (559) 233-9583.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Routine Items

A. Approve Agenda

Approve agenda for the February 13, 2018 Regular Board Meeting.

B. Adopt Minutes

1. January 9, 2018 Regular Board Meeting

C. Public Comment/Board Comment

An opportunity for the public and/or the Board to address matters related to school district business which are not on the agenda. Although the item(s) may be discussed, no action may be taken on the item(s). Please see the *Welcome!* Pamphlet for additional information.

D. Correspondence

V. Reports/Discussion/Information

A. Administration/Business/Governance

1. 6th Grade Camp trip presentation**

2. Board History – J. Cruz

3. Financial Report(s)*

4. Superintendent's Report**

a) CSBA Policy Development Workshop onsite dates**
b) LCFF Gap Closure Overview**
c) Resubmittal of Plans to DSA for WC Building Project update**

5. Completion of Electronic 700 Forms update**

B. Personnel/Students

1. ADA/Enrollment Report*

2. Suspension Report*

****Denotes written information/report of a routine nature which will be addressed upon request of the Board***
***** Denotes an oral report which may or may not include written back-up.***

VI. Action Items

A. Administration/Business/Governance

1. Audit Report

Under separate cover and available for public inspection is the Independent Auditor's Report as of and for the year ended June 30, 2017. The Board will review the annual district audit for the prior year, any audit exceptions identified, the recommendations or findings of any management letter issued, and any description of correction or plans to correct any exceptions or issue raised in the management letter.

2. Warrants

Review and Ratify Warrants paid for the period January 1 – January 31, 2018.

3. Contract/Service Agreements

a) Strategic Mechanical Inc. Proposal Agreement

Approve proposal agreement with Strategic Mechanical Inc. for the emergency repair of the broken underground boiler hot water line.

b) Dellavalle Laboratory, Inc. – Distribution Operator Service

Ratify agreement with Dellavalle Laboratory, Inc. to perform the duties of Distribution Operator for the period beginning January 1, 2018 and ending December 31, 2018.

4. School Safety Plan

Adopt the 2017-18 Washington Colony Comprehensive School Safety Plan.

5. Adopt the Volunteer Board Resolution

Adopt Resolution No. 17/18 – 08 in the Matter of Volunteer Work.

6. CSBA Delegate Assembly Elections for Subregion 10-B

Consider completing the ballot and vote for the number of vacancies within geographical subregion 10-B.

B. Personnel/Students

1. Adoption of Budget Disclosure

Consider adoption of the Budget Disclosure due to the Salary Increase Agreements between WCESD and the Washington Colony Teachers Association, Classified Management, Classified Employees and Preschool Classified Employees.

2. Adoption of Tentative Agreement

Consider adoption of the Certificated Tentative Agreement between WCESD and the Washington Colony Teachers Association.

3. Adoption of Salary Increase Agreement (Classified Management)

Consider adoption of the Classified Management Salary Increase Agreement between WCESD and the Washington Colony Classified Management Employees.

4. Adoption of Salary Increase Agreement (Classified Employees)

Consider adoption of the Classified Salary Increase Agreement between WCESD and the Washington Colony Classified Employees.

5. Adoption of Salary Increase Agreement (Preschool Management/Classified Employees)

Consider adoption of the Preschool Management/Classified Employees Increase Agreement between WCESD and the Washington Colony Classified Employees.

6. Offer of Employment for Classified Employee

Ratify offer of employment for Rajdeep Kaur for the (Part-time 6 hours Instructional RSP Aide).

7. Interdistrict Attendance Permits

Ratify action on Interdistrict Attendance Permit for the 2017-18 school year.

C. *Curriculum/Instruction/Assessment*

1. Interactive SMART Boards

Ratify the Interactive SMART Boards fee proposal and purchase.

VII. Closed Session

The Board will meet in closed session pursuant to:

Government Code section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent

Government Code section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS,
Agency Representative: Gary Chavez, Board President
Unrepresented Employee: Superintendent

CONFERENCE WITH LABOR NEGOTIATOR, *Government Code* section 54957.6
Agency Representative: Superintendent
Unrepresented Employee(s): District Certificated Management Employees

VIII. Reconvene

IX. Adjournment

WCESD BOARD OF TRUSTEES

ITEM NO. IV.B.1
DATE: February 13, 2018

SUBJECT TITLE: ADOPT MINUTES

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Adopt minutes of the January 9, 2018 Regular Board Meeting.

BACKGROUND

The secretary of the Governing Board keeps minutes and records all official Board actions. (Education Code 35145, 35163)

Copies of the minutes of each regular or special meeting are distributed to all Board members with the agenda for the next regular meeting.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Board of Trustees
Gary Chavez, President
Bob Dack, Clerk

Liz Faccinto, Member
Pete Mathew, Member
Rene Mendoza, Member

Secretary
Jesus Cruz, Superintendent/Principal

Regular Meeting MINUTES

Tuesday, January 9, 2018, 6:30 p.m.

Washington Colony School, Room M-5
130 E. Lincoln Avenue
Fresno, CA 93706

Persons wishing to address the Board of Trustees on a subject to be considered at this meeting, including any matter that may be designated for public hearing, are asked to notify the Washington Colony Elementary School District Office (see telephone/fax numbers below) by noon of the third working day before the scheduled meeting/hearing, stating the subject they wish to address, the organization they represent (if any), and the nature of their testimony. Time is set aside for individuals so desiring to speak on any topic NOT otherwise on the agenda. In all cases, the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure that the agenda is completed.

REASONABLE ACCOMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Washington Colony Elementary School District Board of Trustees, may request assistance by contacting the WCESD Office, 130 E. Lincoln Avenue, Fresno, CA 93706; telephone (559) 233-0706; fax (559) 233-9583.

I. Call to Order

The January 9, 2018 Regular Board Meeting was called to order at 6:33 p.m. by Gary Chavez, Board President.

II. Roll Call

Members Present: Gary Chavez, Bob Dack, Liz Faccinto, Pete Mathew, Rene Mendoza; member(s) absent: None

III. Pledge of Allegiance

The Pledge of Allegiance was led by Bob Dack.

IV. Routine Items

A. Approve Agenda

The agenda for the January 9, 2018 Regular Board Meeting was approved on a motion by Liz Faccinto, seconded by Bob Dack. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

B. Adopt Minutes

1. December 12, 2017 Regular Board Meeting

The minutes of the December 12, 2017 Regular Board Meeting were adopted on a motion by Pete Mathew, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

C. Public Comment/Board Comment

Board Comment:
Bob Dack: stated that Superintendent from WUSD was in a car accident. Bob added that it would be nice for the board to send him a card, while he is home resting. Mr. Cruz will get a card and inform the board so they can come by and sign the card.

D. Correspondence

Mr. Cruz: Provided a reminder flyer for the Fresno County School Trustees Association Meeting Dinner for January 16, 2018 at Selma High School.

V. Reports/Discussion/Information

A. Administration/Business/Governance

1. Board History – J. Cruz

The Board reviewed excerpts from the minutes of meetings held January 18, 1943 and January 9, 1968.

2. Financial Report(s)*

Cash and County Treasury Report for December 2017 – Written Report

3. Quarterly Report on Williams Uniform Complaints*

Written Report was presented to the Board. No Complaints were reported

4. Superintendent's Report**

a) Facilities Emergency Repair: Boiler Heating System Water Line Leak Repair Update**

Mr. Cruz: reported about the Boiler Heating System Water Line Leak Repair. Visuals were presented for the board to see the repairs to the boiler water line that was in between the concrete six feet underground. There was all the hot water coming out of the fracture in the copper pipe. The joint was only chipped out which saved money from a bigger damage in repairs. Mr. Cruz stated he was concerned of not having water or heat for students and teachers in the classrooms when they return to school after winter break on January 9. Fresno County Office Of Education fiscal department was notified in order to get an Emergency Resolution approved since this was an unforeseen emergency.

B. Personnel/Students

1. ADA/Enrollment Report*

Enrollment for the period for December 2017 and ending January 9, 2018 was 444.

2. Suspension Report*

None to Report.

3. 6th Grade Camp update**

Mr. Cruz provided the Board with a 6th grade camp overnight trip itinerary scheduled for January 24 – 26, 2018.

**Denotes written information/report of a routine nature which will be addressed upon request of the Board*
*** Denotes an oral report which may or may not include written back-up.*

VI. Action Items

A. Administration/Business/Governance

1. Policy Adoption

The Board adopted the following Board Policies and Administrative Regulations;
BP 3311 Bids
AR 3311 Bids
BP 3311.1 Uniform Public Construction Cost Accounting Procedures
AR 3311.1 Uniform Public Construction Cost Accounting Procedures
on a motion by Bob Dack, seconded by Pete Mathew. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

2. Resolution on the Matter of Uniform Public Construction Cost Accounting Procedures.

The Board adopted Resolution No. 17/18 – 06 in the Matter of Uniform Public Construction Cost Accounting Procedures on a motion by Bob Dack, seconded by Liz Faccinto. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

3. Resolution on the Matter of Emergency Contract Without Bidding

The Board adopted Resolution No. 17/18 – 07 in the Matter of Emergency Contract Without Bidding on a motion by Bob Dack, seconded by Pete Mathew. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

4. Warrants

The Board reviewed and ratified Warrants paid for the period December 1 – December 31, 2017 on a motion by Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

5. Contract/Service Agreements

a) FCSS Internet Services Agreement Amendment 2018-21

The Board ratified the Internet Service Amended Agreement between FCSS and Washington Colony Elementary School District for the 2018-2021 school years on a motion by Liz Faccinto, seconded by Bob Dack. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

6. Surplus Equipment/Obsolete Textbooks

The Board approved the disposal of obsolete instructional equipment and obsolete technology equipment on a motion by Bob Dack, seconded by Pete Mathew. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

B. Personnel/Students

1. Application for Exemption from Required Expenditures for Classroom Teachers' Salaries

The Board approved the application for Exemption from Required Expenditures for Classroom Teachers' Salaries for 2016-17 fiscal year on a motion by Bob Dack, seconded by Pete Mathew. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

2. Job Description

The Board approved the job description for Classified Position of *Data Technician/Health Aide/Clerk* full time position on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

3. Adoption of the Revised Classified Salary Schedule 2017-18

The Board adopted the Revised Classified Salary Schedule for the 2017-18 on a motion by Pete Mathew, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

4. Action to Approve a Job Reclassification

The Board approved the reclassification of Cynthia Yamagiwa from her current position as "Receptionist/Attendance Clerk/Health Aide" to the

position of "Data Technician/Health Aide/Clerk" effective as of July 1, 2017 at Step 10 of the Revised 2017-18 Classified Salary Schedule for 8 hours per day and 229 days per year on a motion by Bob Dack, seconded by Liz Faccinto. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

5. Educator Effectiveness Professional Development Plan

The Board approved the Educator Effectiveness Professional Development Plan on a motion by Pete Mathew, seconded by Bob Dack. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

6. Interdistrict Attendance Permits

The Board ratified action on the Interdistrict Attendance Permit for the 2017-18 school year on a motion by Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)

VII. Closed Session

The Board met in closed session beginning at 7:19p.m. on a motion by Pete Mathew, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None) pursuant to:

Government Code section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS,
District Negotiator: Superintendent/Principal, Jesus Cruz
Employee Organization: Washington Colony Teachers Association

Government Code section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent

VIII. Reconvene

The Board reconvened to open session at 8:20 p.m. on a motion by Pete Mathew, seconded by Rene Mendoza. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: None)
None to Report

IX. Adjournment

The meeting was adjourned at 8:21 p.m. on a motion by Bob Dack, seconded by Pete Mathew. (Ayes: Chavez, Dack, Mathew, Faccinto, Mendoza; Noes: None; Abstentions: None; Absent: Dack, Faccinto)

Gary Chavez, President

Robert E. Dack, Clerk

WCESD BOARD OF TRUSTEES

ITEM NO. IV.C
DATE: February 13, 2018

SUBJECT TITLE: PUBLIC COMMENT/BOARD COMMENT

Action _____ Discussion ___√___ Information _____

BACKGROUND

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings are not asked to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting. Individuals who require disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent in writing.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. Members of the public shall have an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but may not take action at that time. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

   Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.
4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the

committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board will provide an opportunity for the public to speak.

5. A person wishing to be heard by the Board will first be recognized by the president and may then proceed to comment as briefly as the subject permits.

   Individual speakers are allowed three minutes to address the Board on each agenda or non-agenda item. The Board may limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

   The Board may not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. In addition, the Board may not prohibit public criticism of district employees.

   Whenever a member of the public initiates specific complaints or charges against an employee, the Board president will inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.

7. The Board president will not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group will be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary. Individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings will concern only matters appearing on the agenda.

REPORTS
DISCUSSION
INFORMATION

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.2
DATE: February 13, 2018

SUBJECT TITLE: BOARD HISTORY

Action _____ Discussion _____ Information ___√___

BACKGROUND

The maintenance of accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. The secretary of the Board keeps minutes and records all official Board actions.

CONSIDERATION

"History cannot give us a program for the future, but it can give us a fuller understanding of ourselves, and of our common humanity, so that we can better face the future."

- Robert Penn Warren

Excerpts from the minutes of meetings held February 13, 1968 follow for your review.

WASHINGTON COLONY SCHOOL
BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING
February 13, 1968

Meeting was called to order in the library of Washington Colony School at 7:30 p.m. by President of the Board, Bruce Blacksill, with all members present and James Massie, Secretary to the Board.

MINUTES OF REGULAR MEETING JANUARY 9, 1968 were read and approved by motion of Art Jensen, seconded by John Moran.

MAINTENANCE REGISTER NO. 13 and 14 and Warrents No. 176 to 198 were approved for payment by motion of Bud Barberich, seconded by Henry Salwasser.

STANDARD SCHOOL SUPPLY REQUISITION FOR 1968-69 was approved by motion of John Moran, seconded by Art Jensen. It was then signed by Clerk of the Board, Bud Barberich.

FEDERAL PROGRAM READING CENTER: Mr. Massie explained to the Board the purpose of the newly instigated federal program reading center and announced the hiring of Miss Ellen Andreen as a part-time teacher for this project.

DISCUSSION OF POSSIBILITY FOR MORE ADEQUATE FACILITES FOR SPEECH THERAPY AND READING CENTER: After some discussion, the Board asked Mr. Massie to contact the Laton School District to see what type of problems and difficulties and advantages they had encountered in leasing a portable classroom for special class facilities, and if necessary, after this is done, to visit trailer slaes compaines to obtain more information on leasing of such facilities.

CERTIFICATED SALARY SCHEDULE: Mr. Massie informed the Board that it is the intent of the surrounding school district to go to at least a $6000.00 minimum for teachers' salary schedules and also that there is a strong possibility of it becoming a law by September 1968.

The Board instructed Mr. Massie to prepare a tentative schedule which would increase the beginning salary on our schedule by $600.00 (from $5400.00 to $6000.00) and increase the maximum salary somewhat less than beginning salary. Then he is to run a check to see what it would cost the district to place the teachers in their proper positions on the revised schedule. The Board will then take a closer look at such a schedule to see if it were financially feasible to adopt.

Regular Board Meeting Cont.

APRIL BOARD MEETING DATE CHANGE DUE TO EASTER HOLIDAYS: Upon motion of Bud Barberich, seconded by Henry Salwasser the Board voted to change the date of The Regular Board Meeting from April 9 to April 4 due to Easter Holidays.

SPEECH THERAPY DEMONSTRATION: Mrs. Billye Walker, Speech Therapist presented a demonstration in the area of Speech Therapy to the Board.

1968-69 SCHOOL CALENDER was discussed and it was the opinion of the Board that a starting date of September 10 and an ending date sometine during the week of June 8-13 would be most desireable. Mr. Massie was instructed to prepare a tentative calender with these dates in mind so that a better over-all view could be reached and a decision made at a later date.

ADJOURNMENT was by motion of Art Jensen, seconded by Henry Salwasser.

Respectfully submitted:
James G. Massie, Secretary to the Board

Bruce Blacksill, President
Bryce Blacksill

Henry L. Salwasser Clerk
Lester E. (Bud) Barberich

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.3
DATE: February 13, 2018

SUBJECT TITLE: FINANCIAL REPORTS

Action _____ Discussion _____ Information ___√___

BACKGROUND

The Governing Board is committed to ensuring accountability to the public for the fiscal health of the district. The Board adopts sound fiscal policies and oversees the district's financial condition. The Superintendent or designee regularly keeps the Board informed about the district's finances and submits timely reports so that the Board can take appropriate action to ensure the district's financial stability. The Superintendent or designee recommends amendments to the district's budgeted revenues and expenditures as may be necessary to maintain a balanced budget.

CONSIDERATION

The *Cash in County Treasury Report* for January 2018 follows for your review.

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 0100 (6150 60001) General Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$2,458,035.85
1/2/2018	TF -180946	JV#656 17-18 ESSA, 2ND APPT FOR TITLE II, P	$4,921.00	$0.00	$5,284,726.27	$2,821,769.42	$2,462,956.85
1/2/2018	TF -180970	JV#0671 17-18 1ST QTR. LOTTERY	$24,289.23	$0.00	$5,309,015.50	$2,821,769.42	$2,487,246.08
1/3/2018	APY -20181	Accounts Payable 1/3/2018	$0.00	$128,133.34	$5,309,015.50	$2,949,902.76	$2,359,112.74
1/3/2018	TF -180964	JV#665 17-18 ESSA, 2ND APPT FOR TITLE I, PA	$40,283.00	$0.00	$5,349,298.50	$2,949,902.76	$2,399,395.74
1/5/2018	TF -180976	JV#0681 AUG-DEC`17 CONT NRS SVCS	$0.00	$3,712.50	$5,349,298.50	$2,953,615.26	$2,395,683.24
1/5/2018	TF -180977	JV#0682 JULY-DEC`17 HLTH SVCS FORMS	$0.00	$52.91	$5,349,298.50	$2,953,668.17	$2,395,630.33
1/5/2018	TF -180978	JV#0688 16/17 TRANS BILLBACK	$0.00	$24,135.99	$5,349,298.50	$2,977,804.16	$2,371,494.34
1/5/2018	TF -180981	JV#685 17-18 ESEA, 2ND APPT FOR TITLE III, P	$254.00	$0.00	$5,349,552.50	$2,977,804.16	$2,371,748.34
1/10/2018	APY -20181	Accounts Payable 1/10/2018	$0.00	$16,474.25	$5,349,552.50	$2,994,278.41	$2,355,274.09
1/10/2018	TF -180999	#0692 SUI CHRGS 4TH QUARTER 2017	$0.00	$358.50	$5,349,552.50	$2,994,636.91	$2,354,915.59
1/10/2018	TF -181004	#0700 WELLS FARGO FEE-TAX DEPOSIT OCT-I	$0.00	$0.36	$5,349,552.50	$2,994,637.27	$2,354,915.23
1/10/2018	TF -181030	17-18 HOA IST	$1,317.20	$0.00	$5,350,869.70	$2,994,637.27	$2,356,232.43
1/19/2018	APY -20181	Accounts Payable 1/19/2018	$0.00	$16,015.53	$5,350,869.70	$3,010,652.80	$2,340,216.90
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$1,056.06	$0.00	$5,351,925.76	$3,010,652.80	$2,341,272.96
1/22/2018	TF -181142	17-18 CURRENT SECURED SUPP 5 & 6 FY 17-1	$1,865.17	$0.00	$5,353,790.93	$3,010,652.80	$2,343,138.13
1/24/2018	CA -39190	400941 CHAVEZ INS	$369.18	$0.00	$5,354,160.11	$3,010,652.80	$2,343,507.31
1/24/2018	CA -39190	400941 DEC HLTH INS	$12,658.59	$0.00	$5,366,818.70	$3,010,652.80	$2,356,165.90
1/24/2018	CA -39190	400941 DONTN NEEDY F	$1,000.00	$0.00	$5,367,818.70	$3,010,652.80	$2,357,165.90
1/24/2018	CA -39190	400941 EASCOM BAND D	$818.00	$0.00	$5,368,636.70	$3,010,652.80	$2,357,983.90
1/24/2018	CA -39190	400941 KNUDSON CAMP	$215.00	$0.00	$5,368,851.70	$3,010,652.80	$2,358,198.90
1/24/2018	CA -39190	400941 MENDOZA INS	$761.37	$0.00	$5,369,613.07	$3,010,652.80	$2,358,960.27
1/24/2018	CA -39190	400941 PBIS MODEL	$1,475.00	$0.00	$5,371,088.07	$3,010,652.80	$2,360,435.27
1/25/2018	TF -181097	#0740 FICA CHRGS FOR 1/31/2018 PAYROLL	$0.00	$3,706.30	$5,371,088.07	$3,014,359.10	$2,356,728.97
1/25/2018	TF -181099	#MEDICARE CHRGS FOR 1/31/2018 PAYROLL	$0.00	$3,065.79	$5,371,088.07	$3,017,424.89	$2,353,663.18
1/25/2018	TF -181100	#0744 PERS DIST CHRGS FOR JAN 2018 REG PA	$0.00	$6,780.63	$5,371,088.07	$3,024,205.52	$2,346,882.55
1/25/2018	TF -181101	#0745 STRS DIST CONT FOR JAN 2018 REG PAY	$0.00	$22,822.41	$5,371,088.07	$3,047,027.93	$2,324,060.14
1/25/2018	TF -181108	#0748 DIST CHILD SUPPORT FEES, JUL-DEC 2	$0.00	$1.93	$5,371,088.07	$3,047,029.86	$2,324,058.21
1/25/2018	TF -181113	#0749-DIST APD CHRGS JUL-DEC 2017	$0.00	$24.78	$5,371,088.07	$3,047,054.64	$2,324,033.43
1/26/2018	APY -20181	Accounts Payable 1/26/2018	$0.00	$74,150.97	$5,371,088.07	$3,121,205.61	$2,249,882.46
1/29/2018	TF -181104	JV# 0750 17/18 ADV PRIN APPT	$299,883.00	$0.00	$5,670,971.07	$3,121,205.61	$2,549,765.46
1/29/2018	TF -181110	JV#0753 17/18 STATE APPORTIONMENT	$9,955.00	$0.00	$5,680,926.07	$3,121,205.61	$2,559,720.46
1/31/2018	PAY -13118	PAYROLL 1/31/2018	$102,830.72	$288,530.48	$5,783,756.79	$3,409,736.09	$2,374,020.70
	Total Activity		$503,951.52	$587,966.67			
	Ending Balance				$5,783,756.79	$3,409,736.09	$2,374,020.70

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 1200 (6150 60012) Child Development Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$72,236.37
1/3/2018	APY -20181	Accounts Payable 1/3/2018	$0.00	$1,591.65	$156,299.41	$85,654.69	$70,644.72
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$46.51	$0.00	$156,345.92	$85,654.69	$70,691.23
1/24/2018	CA -39190	400941 16/17 PRE APT	$46,850.00	$0.00	$203,195.92	$85,654.69	$117,541.23
1/24/2018	CA -39190	400941 17/18 DEC APT	$9,995.00	$0.00	$213,190.92	$85,654.69	$127,536.23
1/24/2018	CA -39190	400941 PRESCH INS	$601.77	$0.00	$213,792.69	$85,654.69	$128,138.00
1/25/2018	TF -181100	#0744 PERS DIST CHRGS FOR JAN 2018 REG PA	$0.00	$60.87	$213,792.69	$85,715.56	$128,077.13
1/25/2018	TF -181101	#0745 STRS DIST CONT FOR JAN 2018 REG PAY	$0.00	$637.44	$213,792.69	$86,353.00	$127,439.69
1/26/2018	APY -20181	Accounts Payable 1/26/2018	$0.00	$1,591.65	$213,792.69	$87,944.65	$125,848.04
1/31/2018	PAY -13118	PAYROLL 1/31/2018	$2,336.58	$12,887.70	$216,129.27	$100,832.35	$115,296.92
	Total Activity		$59,829.86	$16,769.31			
	Ending Balance				$216,129.27	$100,832.35	$115,296.92

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 1300 (6150 60008) Cafeteria Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$128,483.74
1/3/2018	APY -20181	Accounts Payable 1/3/2018	$0.00	$3,749.63	$299,791.74	$175,057.63	$124,734.11
1/10/2018	APY -20181	Accounts Payable 1/10/2018	$0.00	$1,574.31	$299,791.74	$176,631.94	$123,159.80
1/19/2018	APY -20181	Accounts Payable 1/19/2018	$0.00	$3,862.83	$299,791.74	$180,494.77	$119,296.97
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$66.38	$0.00	$299,858.12	$180,494.77	$119,363.35
1/24/2018	CA -39190	400941 DEC ADLT MLS	$346.00	$0.00	$300,204.12	$180,494.77	$119,709.35
1/24/2018	CA -39190	400941 NOV FED BKFST	$4,861.10	$0.00	$305,065.22	$180,494.77	$124,570.45
1/24/2018	CA -39190	400941 NOV FED LUN R	$18,306.08	$0.00	$323,371.30	$180,494.77	$142,876.53
1/24/2018	CA -39190	400941 NOV FED SNACK	$2,449.04	$0.00	$325,820.34	$180,494.77	$145,325.57
1/24/2018	CA -39190	400941 NOV ST BKFST	$541.91	$0.00	$326,362.25	$180,494.77	$145,867.48
1/24/2018	CA -39190	400941 NOV ST LUN RE	$1,278.45	$0.00	$327,640.70	$180,494.77	$147,145.93
1/24/2018	CA -39190	400941 OCT FED BKFST	$6,819.59	$0.00	$334,460.29	$180,494.77	$153,965.52
1/24/2018	CA -39190	400941 OCT FED LUN	$23,732.64	$0.00	$358,192.93	$180,494.77	$177,698.16
1/24/2018	CA -39190	400941 OCT FED LUN A	$391.38	$0.00	$358,584.31	$180,494.77	$178,089.54
1/24/2018	CA -39190	400941 OCT FED SNACK	$3,016.64	$0.00	$361,600.95	$180,494.77	$181,106.18
1/24/2018	CA -39190	400941 OCT ST BKFST	$761.21	$0.00	$362,362.16	$180,494.77	$181,867.39
1/24/2018	CA -39190	400941 OCT ST LUN RE	$1,685.22	$0.00	$364,047.38	$180,494.77	$183,552.61
1/24/2018	CA -39211	400945 ad mls 1/26	$97.75	$0.00	$364,145.13	$180,494.77	$183,650.36
1/24/2018	CA -39212	400943 ad mls 1/26	$40.00	$0.00	$364,185.13	$180,494.77	$183,690.36
1/25/2018	TF -181100	#0744 PERS DIST CHRGS FOR JAN 2018 REG PA	$0.00	$1,241.01	$364,185.13	$181,735.78	$182,449.35
1/26/2018	APY -20181	Accounts Payable 1/26/2018	$0.00	$6,571.56	$364,185.13	$188,307.34	$175,877.79
1/30/2018	CA -39232	401247 ad mls 1/30	$48.50	$0.00	$364,233.63	$188,307.34	$175,926.29
1/31/2018	PAY -13118	PAYROLL 1/31/2018	$2,794.39	$12,756.47	$367,028.02	$201,063.81	$165,964.21
	Total Activity		$67,236.28	$29,755.81			
	Ending Balance				$367,028.02	$201,063.81	$165,964.21

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 1400 (6150 60005) Deferred Maintenance Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$101,674.64
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$49.65	$0.00	$101,724.29	$0.00	$101,724.29
	Total Activity		$49.65	$0.00			
	Ending Balance				$101,724.29	$0.00	$101,724.29

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 1500 (6150 60010) Pupil Transportation Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$46,610.79
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$22.76	$0.00	$46,633.55	$0.00	$46,633.55
	Total Activity		$22.76	$0.00			
	Ending Balance				$46,633.55	$0.00	$46,633.55

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 1700 (6150 60020) Special Reserve Fund for Other Than Capital Outlay Projects

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$106,152.05
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$51.84	$0.00	$106,203.89	$0.00	$106,203.89
	Total Activity		$51.84	$0.00			
	Ending Balance				$106,203.89	$0.00	$106,203.89

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 2000 (6150 60078) Special Reserve Fund for Postemployment Benefits

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$286,269.72
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$139.80	$0.00	$286,409.52	$0.00	$286,409.52
	Total Activity		$139.80	$0.00			
	Ending Balance				$286,409.52	$0.00	$286,409.52

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 2100 (6150 65069) Building Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$318.73
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$0.16	$0.00	$318.89	$0.00	$318.89
	Total Activity		$0.16	$0.00			
	Ending Balance				$318.89	$0.00	$318.89

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 2500 (6150 60006) Capital Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$14,226.98
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$6.96	$0.00	$14,233.94	$0.00	$14,233.94
	Total Activity		$6.96	$0.00			
	Ending Balance				$14,233.94	$0.00	$14,233.94

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 3500 (6150 60066) County School Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$14,239.48
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$6.95	$0.00	$14,246.43	$0.00	$14,246.43
	Total Activity		$6.95	$0.00			
	Ending Balance				$14,246.43	$0.00	$14,246.43

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 4000 (6150 60015) Special Reserve Fund for Capital Outlay Projects

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$13,479.14
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$6.58	$0.00	$13,485.72	$0.00	$13,485.72
	Total Activity		$6.58	$0.00			
	Ending Balance				$13,485.72	$0.00	$13,485.72

Cash In County Treasury
Aggregate

From 1/1/2018 thru 1/31/2018
Fund: 5100 (6150 65070) Bond Interest and Redemption Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 1/1/2018							$15,806.06
1/10/2018	TF -181030	17-18 HOA IST	$232.14	$0.00	$38,683.85	$22,645.65	$16,038.20
1/19/2018	TF -181132	17-18 2ND QTR - 1ST INTEREST DISTRIBUTIO	$2.49	$0.00	$38,686.34	$22,645.65	$16,040.69
1/22/2018	TF -181142	17-18 CURRENT SECURED SUPP 5 & 6 FY 17-1	$124.14	$0.00	$38,810.48	$22,645.65	$16,164.83
1/31/2018	TF -181039	JV#0001805642 GO BOND WIRE PAYMENTS	$0.00	$6,530.63	$38,810.48	$29,176.28	$9,634.20
	Total Activity		$358.77	$6,530.63			
	Ending Balance				$38,810.48	$29,176.28	$9,634.20

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.4
DATE: February 13, 2018

SUBJECT TITLE: Superintendent's Report

Action _____ Discussion _____ Information ___√___

BACKGROUND

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities. (BP 0200)

CONSIDERATION

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs. Superintendent will discuss the District Goals and Objectives with the Board of Education. The Superintendent's report on specific objectives and activities follow for your review.

a) CSBA Policy Development Workshop dates **
b) LCFF Gap Closure Overview **
c) Resubmittal of Plans to DSA for WC Building Project update**

CAPITOL ADVISORS GROUP, LLC

LCFF Gap Closure

(billions of dollars)

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Transition Funding	$2.067	$4.722	$5.994	$2.942	$1.362	$2.883
Gap Closure	12.00%	30.16%	52.56%	56.08%	44.97%	100%
COLA	1.57%	0.85%	1.02%	0.00%	1.56%	2.51%
Percent of Target Funded	72%	80%	90%	96%	97%	100%

CAPITOL ADVISORS GROUP, LLC

What's Next for LCFF?

- Total funding in LCFF at the end of 2018-19: $60.3 billion
- LCFF full implementation means we end the transitional funding system that bridged Revenue Limits and LCFF
  - Base Grants get COLA; Supplemental/Concentration Grants and GSAs change accordingly
  - No more "Gap" funding – generally funded at Target
  - Potential for deficiting (new gap) in a downturn
- 24-1 class size in K-3 enforced, unless exempted
- COLAs projected from 2.41% to 3.17% through 2022-23

WCESD BOARD OF TRUSTEES

ITEM NO. V.B.1
DATE: February 13, 2018

SUBJECT TITLE: ADA/ENROLLMENT REPORT (report generated 2/08/18)

Action _____ Discussion _____ Information ___√___

BACKGROUND

Washington Colony Elementary School ADA/Enrollment Report for the school year 2017-2018.

CONSIDERATION

The WCESD report for the January ADA 2017-18 school year follows for your review.

Enrollment by Teacher
Period Ending 02/13/2018
Month 7

Teacher	*Grade Level(s)*	*# of Students*	*YTD ADA*
Davis	K	23	22.01
Smith	TK	16	14.96
Morales	K	23	22.77
Partlow	1	23	24.04
Schaffer	1	24	23.96
Pallas	2	23	22.16
Sweet	2	23	21.25
Espinosa	3	21	19.47
Hefley	3	22	20.43
Owens	4	30	29.47
Obeid	4	29	27.87
Smith, B.	5	26	24.57
Hawkins	5	25	23.68
Martinez	6	23	21.51
Gray	6	23	22.48
Green	7	23	22.37
Showalter	7	23	22.15
Marquez	8	19	18.05
Silva	8	15	13.18
Taylor	K-8 SDC	6	6.07
TOTALS:		440	422.45

WCESD BOARD OF TRUSTEES

ITEM NO. V.B.2
DATE: February 13, 2018

SUBJECT TITLE: Suspension Report

Action _____ Discussion _____ Information √

BACKGROUND

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend a student from regular classroom instruction.

Suspended students are excluded from all school-related extracurricular activities during the period of suspension.

All requests for student suspension are processed by the principal or designee. The principal or designee reports the suspension, including the name of the student and the cause for the suspension, to the Superintendent and the Board.

CONSIDERATION

The Suspension Report is distributed separately as it contains confidential information.

ACTION ITEMS

WCESD BOARD OF TRUSTEES ITEM NO. VI.A.1

DATE: February 13, 2018

SUBJECT TITLE: Audit Report

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Accept the Independent Auditor's Report for the period July 1, 2016 – June 30, 2017

BACKGROUND

By April 1 of each year, the Governing Board must provide for an audit of all district accounts, any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the board must select a certified public accountant or public accountant licensed by the State Board of Accountancy. The audit must be conducted in accordance with General Accounting Office standards for financial and compliance audits.

The audit must identify all expenditures by source of funds and must contain:

1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller.
2. A summary of audit exceptions and management improvement recommendations.
3. A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor.

By January 31 of each year, the Board must review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter.

CONSIDERATION:

Gary Shrum, Linger, Peterson, Shrum & Co., will present the audit report for the year ending June 30, 2017 for the Board's consideration.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.2
DATE: February 13, 2018

SUBJECT TITLE: WARRANTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Review and ratify warrants paid for the period January 1 – January 31, 2018.

BACKGROUND

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee ensures that purchasing, receiving, and payment functions are kept separate. He also ensures that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

CONSIDERATION

The Superintendent signs all warrants and ensures that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board must approve all warrants at a regularly scheduled Board meeting.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
1563-A&J TRUCK & AUTO REPAIR INC	512081195	PV-180135	REPAIR	0100-07230-0-0000-3600-560005-000-00	509.60
				Warrant Total:	**509.60**
				Vendor Total:	**509.60**
5-ACSA FOUND. FOR EDUCATIONAL	512081196	PO-180274	REGISTRATION FOR JESUS CR	0100-11000-0-0000-2700-520000-000-76	419.30
		PO-180274	REGISTRATION FOR JESUS CR	0100-11000-0-0000-7150-520000-000-76	179.70
				Warrant Total:	**599.00**
				Vendor Total:	**599.00**
387-AMERIPRIDE UNIFORM SERVICE IN	512081197	PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	74.09
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	96.08
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	72.34
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	72.34
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	87.44
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	72.34
		PO-180065	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	87.44
				Warrant Total:	**562.07**
				Vendor Total:	**562.07**
523-AT&T	512076454	PO-180270	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	32.07
				Warrant Total:	**32.07**
	512078481	PO-180270	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	29.15
				Warrant Total:	**29.15**
	512083806	PO-180270	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	20.08
				Warrant Total:	**20.08**
				Vendor Total:	**81.30**
1265-ATKINSON ANDELSON LOYA RUU	512078482	PO-180277	LEGAL FEES FOR NOVEMBER	0100-00000-0-0000-7200-580018-000-00	1,346.62
				Warrant Total:	**1,346.62**
				Vendor Total:	**1,346.62**
1606-CAASFEP	512076455	PO-180266	REGISTRATION FEE FOR EVEL	0100-11000-0-0000-2700-520000-000-41	250.00
				Warrant Total:	**250.00**
				Vendor Total:	**250.00**
46-CALIFORNIA BUSINESS MACHINES	512081198	PO-180279	OPEN PURCHASE ORDER NOT	0100-11000-0-1110-1000-560000-000-00	208.00
				Warrant Total:	**208.00**
				Vendor Total:	**208.00**
375-CALIFORNIA'S VALUED TRUST	512076456	PV-180126	MANAGMENT	0100-00010-0-0000-0000-951400-000-00	1,603.62

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
	512076456	PV-180126	TRUSTEES	0100-00010-0-0000-0000-951400-000-00	8,033.05
		PV-180126	CLASSIFIED	0100-00010-0-0000-0000-951400-000-00	7,023.12
		PV-180126	CERTIFICATED	0100-00010-0-0000-0000-951400-000-00	35,544.06
				Warrant Total:	**52,203.85**
	512076457	PV-180126	PRESCHOOL AIDES	1200-00010-0-0000-0000-951400-000-00	6.84
		PV-180126	PRESCHOOL TEACHER	1200-00010-0-0000-0000-951400-000-00	1,584.81
				Warrant Total:	**1,591.65**
	512076458	PV-180126	CAFETERIA	1300-00010-0-0000-0000-951400-000-00	892.94
				Warrant Total:	**892.94**
	512083807	PV-180141	MANAGMENT	0100-00010-0-0000-0000-951400-000-00	1,603.62
		PV-180141	CLASSIFIED	0100-00010-0-0000-0000-951400-000-00	7,023.12
		PV-180141	TRUSTEE	0100-00010-0-0000-0000-951400-000-00	8,033.05
		PV-180141	CERTIFICATED	0100-00010-0-0000-0000-951400-000-00	35,544.06
				Warrant Total:	**52,203.85**
	512083808	PV-180141	PRESCHOOL	1200-00010-0-0000-0000-951400-000-00	6.84
		PV-180141	PRESCHOOL	1200-00010-0-0000-0000-951400-000-00	1,584.81
				Warrant Total:	**1,591.65**
	512083809	PV-180141	CAFETERIA	1300-00010-0-0000-0000-951400-000-00	892.94
				Warrant Total:	**892.94**
				Vendor Total:	**109,376.88**
1601-CASCD	512076459	PO-180237	REGISTRATION FEE FOR CHAF	0100-31500-0-1110-1000-520000-000-00	615.00
				Warrant Total:	**615.00**
				Vendor Total:	**615.00**
614-CDW GOVERNMENT LLC	512076460	PO-180244	324351 CYBER ACOUSTICS AC	0100-11000-0-1110-1000-430000-000-00	530.05
		PO-180238	4477254 SMART BOARD 6075 7	0100-09000-0-1110-1000-440000-000-00	863.80
		PO-180238	4477254 SMART BOARD 6075 7	0100-09000-0-1110-1000-440000-000-00	917.79
		PO-180238	4477254 SMART BOARD 6075 7	0100-09000-0-1110-1000-440000-000-00	766.64
		PO-180238	4477254 SMART BOARD 6075 7	0100-09000-0-1110-1000-440000-000-00	215.95
		PO-180238	4477254 SMART BOARD 6075 7	0100-09000-0-1110-1000-440000-000-00	26,623.84
				Warrant Total:	**29,918.07**
	512078483	PO-180259	2536579 EPSON ELPLP67 PROJE	0100-11000-0-1110-1000-430000-000-00	377.91
		PO-180260	3834848 HP CHROMEBOOK 14 (	0100-09000-0-0000-2495-430005-000-00	263.48
				Warrant Total:	**641.39**
				Vendor Total:	**30,559.46**

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
1295-CHAVEZ, GARY	512078484	PV-180133	CSBA BOARD PRES 1/26-27 SA	0100-11000-0-0000-7110-520000-000-00	230.75
				Warrant Total:	**230.75**
				Vendor Total:	**230.75**
544-CIT	512076461	PO-180125	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-7200-560008-000-86	616.54
				Warrant Total:	**616.54**
	512083810	PO-180125	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-7200-560008-000-86	616.54
				Warrant Total:	**616.54**
				Vendor Total:	**1,233.08**
1167-CLASSIC CHARTER INC	512078485	PO-180273	CHARTER FEE TO TRANSPOR	0100-09000-0-1110-1000-580014-000-00	1,129.00
				Warrant Total:	**1,129.00**
				Vendor Total:	**1,129.00**
1474-CPM EDUCATIONAL PROGRAM IN	512081199	PO-180261	9781603281966 CORE CONNECT	0100-00000-0-1110-1000-410001-000-00	750.47
				Warrant Total:	**750.47**
				Vendor Total:	**750.47**
1208-CULLIGAN INC.	512078486	PO-180070	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-8100-560000-000-00	78.00
				Warrant Total:	**78.00**
				Vendor Total:	**78.00**
1608-DIAZ, EVELYN	512078487	PV-180134	CAASFEP DIRCT 1/29-30 RANC	0100-11000-0-0000-2700-520000-000-41	239.47
				Warrant Total:	**239.47**
				Vendor Total:	**239.47**
419-FCSIG	512083811	PO-180072	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-0000-951600-000-00	11,601.00
				Warrant Total:	**11,601.00**
				Vendor Total:	**11,601.00**
122-FOCUS PACKAGING AND SUPPLY I	512078488	PV-180128	maint repair	0100-81500-0-0000-8100-560012-000-00	280.57
				Warrant Total:	**280.57**
				Vendor Total:	**280.57**
127-FRESNO COUNTY OFFICE OF EDUC.	512076462	PO-180268	ELA PROFESSIONAL LEARNIN	0100-09000-0-1110-1000-580010-000-25	10,000.00
		PO-180268	ELA PROFESSIONAL LEARNIN	0100-09000-0-1110-1000-580010-000-26	4,250.00
		PO-180268	ELA PROFESSIONAL LEARNIN	0100-09000-0-1110-1000-580010-000-32	3,400.00
		PO-180268	ELA PROFESSIONAL LEARNIN	0100-09000-0-1110-1000-580010-000-36	5,100.00
				Warrant Total:	**22,750.00**
	512083812	PO-180185	2017-2018 OPEN PURCHASE OR	0100-09000-0-0000-2420-580010-000-92	3,670.00

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
	512083812	PO-180185	2017-2018 OPEN PURCHASE OR	0100-09000-0-0000-2420-580010-000-92	1,917.50
				Warrant Total:	**5,587.50**
				Vendor Total:	**28,337.50**
131-FRESNO OXYGEN INC.	512078489	PO-180073	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-560000-000-00	46.80
				Warrant Total:	**46.80**
				Vendor Total:	**46.80**
587-FRESNO PRODUCE INC	512076463	PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	37.50
				Warrant Total:	**37.50**
	512078490	PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	409.54
		PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	42.25
				Warrant Total:	**451.79**
	512081200	PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	83.26
		PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	234.75
				Warrant Total:	**318.01**
	512083813	PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	177.75
		PO-180121	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	18.75
				Warrant Total:	**196.50**
				Vendor Total:	**1,003.80**
141-GLACIER REFRIGERATION & AIR	512081201	PV-180137	repair room 13,16,preschool	0100-81500-0-0000-8100-560003-000-00	2,063.19
				Warrant Total:	**2,063.19**
				Vendor Total:	**2,063.19**
1356-GOODFELLOW OCCUPATIONAL TH	512076464	PO-180250	2017-2018 OPEN PURCHASE OR	0100-33100-0-5770-1190-580000-000-79	850.00
				Warrant Total:	**850.00**
				Vendor Total:	**850.00**
1445-GREEN VALLEY RECYCLING INC	512076465	PV-180127	BRUSH	0100-81500-0-0000-8100-430010-000-00	20.00
				Warrant Total:	**20.00**
				Vendor Total:	**20.00**
1497-HERNANDEZ, JESUS C	512078491	PV-180132	ACSA SUPER 1/24-26 MONTERE	0100-11000-0-0000-2700-520000-000-76	191.32
		PV-180132	ACSA SUPER 1/24-26 MONTERE	0100-11000-0-0000-7150-520000-000-76	81.99
				Warrant Total:	**273.31**
				Vendor Total:	**273.31**
996-HOUGHTON MIFFLIN	512081202	PO-180267	1604599 9780544503366 HOUGH	0100-00000-0-1110-1000-410001-000-00	298.80

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
				Warrant Total:	**298.80**
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1432-HRDIRECT	512076466	PO-180269	UR1200FBA POSTER GUARD 1	0100-00000-0-0000-7300-430014-000-45	118.76
				Warrant Total:	**118.76**
				Vendor Total:	**118.76**
1595-IPEVO INC	512081203	PO-180276	5-868-3-08-00 ZIGGI-HD PLUS H	0100-09000-0-1110-1000-430000-000-00	507.75
				Warrant Total:	**507.75**
				Vendor Total:	**507.75**
195-LINGER PETERSON & SHRUM	512076467	PO-180075	2017-2018 AUDIT FEE	0100-00000-0-0000-7191-580005-000-00	2,540.00
				Warrant Total:	**2,540.00**
				Vendor Total:	**2,540.00**
205-MANGINI ASSOCIATES INC	512078492	PO-180184	2017-2018 ARCHITECT FEE TO	0100-90400-0-0000-8500-620002-000-18	3,550.00
				Warrant Total:	**3,550.00**
				Vendor Total:	**3,550.00**
1415-MCGRAW HILL SCHOOL EDUCATI(	512081204	PO-180264	978-0-02-142754-3 READING WC	0100-00000-0-1110-1000-410001-000-00	2,556.70
				Warrant Total:	**2,556.70**
				Vendor Total:	**2,556.70**
220-MISSION LINEN SUPPLY INC.	512081205	PO-180122	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	81.05
				Warrant Total:	**81.05**
	512083814	PO-180122	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	73.83
		PO-180122	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	81.05
				Warrant Total:	**154.88**
				Vendor Total:	**235.93**
1607-MORALES, ASHLEY	512076468	PV-180124	CKA KINDER CONFERENCE S	0100-31500-0-1110-1000-520000-000-00	120.00
				Warrant Total:	**120.00**
				Vendor Total:	**120.00**
1586-MYSTERY SCIENCE INC	512083815	PO-180032	SCHOOL MEMBERSHIP FOR 2	0100-00000-0-1110-1000-410001-000-00	749.00
				Warrant Total:	**749.00**
				Vendor Total:	**749.00**
377-OFFICE DEPOT	512076469	PO-180272	OFFICE SUPPLIES SEE ATTACH	0100-65000-0-5770-1110-430000-000-67	64.36
		PO-180272	OFFICE SUPPLIES SEE ATTACH	0100-00000-0-0000-2700-430013-000-00	53.21

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
	512076469	PO-180272	OFFICE SUPPLIES SEE ATTACH	0100-00000-0-0000-2700-430013-000-00	92.19
		PO-180272	OFFICE SUPPLIES SEE ATTACH	0100-00000-0-0000-2700-430014-000-76	12.83
		PO-180272	OFFICE SUPPLIES SEE ATTACH	0100-00000-0-0000-7150-430014-000-76	5.50
				Warrant Total:	**228.09**
	512081206	PO-180280	OFFICE SUPPLIES FOR MR. CR	0100-00000-0-0000-2700-430014-000-76	9.74
		PO-180280	OFFICE SUPPLIES FOR MR. CR	0100-00000-0-0000-7150-430014-000-76	4.17
		PO-180280	OFFICE SUPPLIES FOR MR. CR	0100-00000-0-0000-2700-430014-000-43	13.59
		PO-180280	OFFICE SUPPLIES FOR MR. CR	0100-00000-0-0000-7300-430014-000-45	75.77
		PO-180280	OFFICE SUPPLIES FOR MR. CR	0100-00000-0-0000-2700-430014-000-41	70.27
				Warrant Total:	**173.54**
	512083816	PO-180289	TONER FOR PALLAS AND PAR	0100-11000-0-1110-1000-430000-000-00	131.56
		PO-180289	TONER FOR PALLAS AND PAR	0100-00000-0-1110-1000-430000-100-57	28.33
				Warrant Total:	**159.89**
				Vendor Total:	**561.52**
1280-P & R PAPER SUPPLY COMPANY I	512078493	PO-180118	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-430008-000-00	528.11
				Warrant Total:	**528.11**
	512083817	PO-180118	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-430008-000-00	273.92
				Warrant Total:	**273.92**
				Vendor Total:	**802.03**
385-PACIFIC GAS & ELECTRIC INC	512076470	PO-180058	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	161.30
		PO-180058	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	115.20
		PO-180058	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	1,279.90
		PO-180058	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	831.08
		PO-180058	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	1,338.46
				Warrant Total:	**3,725.94**
				Vendor Total:	**3,725.94**
1403-PRESCENCE LEARNING INC	512081207	PO-180281	EVALUATION	0100-33100-0-5770-3150-580000-000-78	1,000.00
		PO-180281	EVALUATION	0100-33100-0-5770-3150-580000-000-78	500.00
		PO-180281	EVALUATION	0100-33100-0-5770-3150-580000-000-78	1,000.00
				Warrant Total:	**2,500.00**
	512083818	PO-180290	EVALUATIONS	0100-33100-0-5770-3150-580000-000-78	875.00
				Warrant Total:	**875.00**
				Vendor Total:	**3,375.00**
258-PRODUCERS DAIRY FOOD INC.	512078494	PO-180120	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	286.70

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
	512078494	PO-180120	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	229.71
				Warrant Total:	**516.41**
	512081208	PO-180120	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	379.28
				Warrant Total:	**379.28**
	512083819	PO-180120	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	493.83
				Warrant Total:	**493.83**
				Vendor Total:	**1,389.52**
1312-ROBERT V. JENSEN INC.	512076471	PO-180187	2017-2018 OPEN PURCHASE OR	0100-07230-0-0000-3600-430009-000-00	1,043.52
				Warrant Total:	**1,043.52**
	512083820	PO-180187	2017-2018 OPEN PURCHASE OR	0100-07230-0-0000-3600-430009-000-00	372.67
				Warrant Total:	**372.67**
				Vendor Total:	**1,416.19**
1422-S&S WORLDWIDE INC	512078495	PO-180265	W11163 TACHIKARA KICKBAL	0100-11000-0-1110-1000-430000-000-00	521.47
				Warrant Total:	**521.47**
				Vendor Total:	**521.47**
279-SAN JOAQUIN PEST CONTROL INC	512078496	PO-180082	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550006-000-00	95.00
				Warrant Total:	**95.00**
				Vendor Total:	**95.00**
1459-SCHOLASTIC INC	512081209	PO-180262	ZXW803534 GUIDED READING	0100-09000-0-1110-1000-430000-000-00	1,906.62
				Warrant Total:	**1,906.62**
				Vendor Total:	**1,906.62**
1362-SCHOOL FOOD CONSULTANTS GR(	512081210	PO-180057	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-580000-000-85	954.25
				Warrant Total:	**954.25**
				Vendor Total:	**954.25**
1599-SHELCO INDUSTRIES	512076472	PO-180210	SOLID PLASTIC TOILET PARTI	0100-81500-0-0000-8100-440000-000-00	5,850.00
				Warrant Total:	**5,850.00**
				Vendor Total:	**5,850.00**
302-SMITH, TAMI	512081211	PV-180136	CA KINDER CONF	0100-31500-0-1110-1000-520000-000-00	380.00
		PV-180136	CA KINDER CONF ROOM	0100-31500-0-1110-1000-520000-000-00	537.12
		PV-180136	CA KINDER CONF MLS/MLG	0100-31500-0-1110-1000-520000-000-00	297.67
				Warrant Total:	**1,214.79**
	512083821	PV-180139	KINDER CONF MILES/MEALS	0100-31500-0-1110-1000-520000-000-00	297.67

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
				Warrant Total:	**297.67**
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304-SONITROL	512076473	PO-180189	2017-2018 QUARTERLY MONIT	0100-07230-0-0000-3600-580029-000-00	297.00
		PO-180189	2017-2018 QUARTERLY MONIT	0100-11000-0-0000-2700-580029-000-00	1,050.00
		PO-180189	2017-2018 QUARTERLY MONIT	0100-81500-0-0000-8100-580029-000-00	306.00
		PO-180189	2017-2018 QUARTERLY MONIT	0100-81500-0-0000-8100-580029-000-00	51.00
				Warrant Total:	**1,704.00**
				Vendor Total:	**1,704.00**
1263-SPARKLETTS	512078497	PO-180084	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550009-000-00	42.80
				Warrant Total:	**42.80**
				Vendor Total:	**42.80**
308-SPURR	512076474	PO-180111	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550003-000-00	726.34
				Warrant Total:	**726.34**
	512081212	PO-180111	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550003-000-00	1,507.91
				Warrant Total:	**1,507.91**
				Vendor Total:	**2,234.25**
1453-STATE WATER RESOURCES CONTF	512076475	PO-180271	NONTRANSIENT NONCOMMU	0100-81500-0-0000-8100-550009-000-00	1,100.00
				Warrant Total:	**1,100.00**
				Vendor Total:	**1,100.00**
203-SYSCO FOOD SERVICE OF CENTRA	512076476	PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	2,458.88
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	86.48
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	273.83
				Warrant Total:	**2,819.19**
	512081213	PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	268.73
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	1,861.51
				Warrant Total:	**2,130.24**
	512083822	PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	176.18
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	56.46
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	1,583.89
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	2,414.40
		PO-180088	2017-2018 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	328.56
				Warrant Total:	**4,559.49**
				Vendor Total:	**9,508.92**

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
392-TERMINAL AIR BRAKE SUPPLY INC	512081214	PV-180138	bus supplies	0100-07230-0-0000-3600-430024-000-00	101.58
				Warrant Total:	**101.58**
				Vendor Total:	**101.58**
1283-THOMPSON, BETTY W	512076477	PO-180089	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-7300-580000-000-00	756.00
				Warrant Total:	**756.00**
				Vendor Total:	**756.00**
136-TOSHIBA AMERICA BUSINESS SOLL	512076478	PO-180127	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-560008-200-84	736.39
				Warrant Total:	**736.39**
	512083823	PO-180127	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-560008-200-84	736.39
				Warrant Total:	**736.39**
				Vendor Total:	**1,472.78**
1129-U.S. BANK NATIONAL ASSOCIATIC	512078498	PV-180129	DVD AMAZON	0100-11000-0-1110-1000-430000-000-00	333.94
		PV-180129	MATH COUNTS	0100-11000-0-1110-1000-430000-000-00	150.00
		PV-180129	CRUZ HOTEL CSBA	0100-11000-0-0000-7150-520000-000-76	222.27
		PV-180129	CHAVEZ HOTEL CSBA	0100-11000-0-0000-7110-520000-000-00	740.91
		PV-180129	DACK HOTEL CSBA	0100-11000-0-0000-7110-520000-000-00	740.91
		PV-180129	MATHEW HOTEL CSBA	0100-11000-0-0000-7110-520000-000-00	740.91
		PV-180129	MENDOZA HOTEL CSBA	0100-11000-0-0000-7110-520000-000-00	740.91
		PV-180129	CRUZ HOTEL CSBA	0100-11000-0-0000-2700-520000-000-76	518.64
				Warrant Total:	**4,188.49**
				Vendor Total:	**4,188.49**
1488-VALLEY FENCE CO.	512078499	PV-180130	CHAIN LINK FENCE REPAIR	0100-81500-0-0000-8100-560012-000-00	1,658.00
				Warrant Total:	**1,658.00**
				Vendor Total:	**1,658.00**
1377-VERIZON WIRELESS	512076479	PO-180113	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-8100-590006-000-00	3.73
				Warrant Total:	**3.73**
	512081215	PO-180113	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-8100-590006-000-00	2.36
				Warrant Total:	**2.36**
				Vendor Total:	**6.09**
362-WASHINGTON COLONY	512076480	PV-180125	REWARD PARTY GRAY/ALVA	0100-11000-0-1110-1000-430000-000-00	38.87
				Warrant Total:	**38.87**
	512078500	PV-180131	MAINT REAPIR	0100-81500-0-0000-8100-560000-000-00	48.24
				Warrant Total:	**48.24**

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
				Vendor Total:	**87.11**
967-WASTE MANAGEMENT/USA WAST	512076481	PO-180091	2017-2018 OPEN PURCHASE OR	0100-81500-0-0000-8100-550008-000-00	506.26
				Warrant Total:	**506.26**
				Vendor Total:	**506.26**
1605-WAYFAIR LLC	512078501	PO-180263	CTD 1014 25 COMPARTMENT C	0100-11000-0-1110-1000-430000-000-00	340.11
				Warrant Total:	**340.11**
				Vendor Total:	**340.11**
785-WELLS FARGO FINANCIAL LEASIN	512081216	PO-180092	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-560008-100-82	553.15
				Warrant Total:	**553.15**
				Vendor Total:	**553.15**
448-ZEP SALES & SERVICE INC	512083824	PV-180140	CUSTODIAL SUPPLIES	0100-81500-0-0000-8100-430006-000-00	931.38
				Warrant Total:	**931.38**
				Vendor Total:	**931.38**
373-ZOOM IMAGING SOLUTIONS INC	512076482	PO-180095	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-100-82	946.16
		PO-180096	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-100-82	733.75
				Warrant Total:	**1,679.91**
	512078502	PO-180128	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-200-84	279.20
		PO-180096	2017-2018 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-100-82	1,246.26
		PO-180094	2017-2018 OPEN PURCHASE OR	0100-00000-0-0000-7200-430014-000-86	287.62
				Warrant Total:	**1,813.08**
				Vendor Total:	**3,492.99**

Total # of Warrants: **92** **Grand Total:** **253,715.72**

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3 (a)
DATE: February 13, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Approve Proposal agreement with Strategic Mechanical Inc. for the emergency repair of the broken underground boiler hot water line.

BACKGROUND:

As specified in law, the power to contract is invested in the Governing Board, and, by Board action, the Superintendent has been delegated the power to enter into contracts on behalf of the district. However, to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board. (Education Code 17604).

CONSIDERATION:

Washington Colony School Facilities are of continuous repairs due to the age of the buildings (over 60 years old). On December 28, 2017 it was noted that the Boiler hot water line was broken and leaking water up to the surface of the blacktop. This Boiler hot water underground line provides the water to the classroom heating pumps in order for the system to properly operate and heat the classrooms during the low winter temperatures. Without the boiler water line, the heating unit as a whole is not functioning in a manner that is safe or healthful. Therefore, based on the unforeseen emergency, Strategic Mechanical performed the repair of the underground broken boiler hot water line. The work was performed and completed by Strategic Mechanical Inc. on 1/05/18.

FINANCIAL IMPACT:

$13,685.25 Labor and Supplies

FUNDING SOURCE:

General Fund (0100)

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

STRATEGICMECHANICAL
Mechanical Electrical Plumbing
4661 E COMMERCE AVE FRESNO CA 93725 (559) 291-1952

INVOICE

No: 29003

BILL TO
Washington Colony School Dist
130 E Lincoln Ave
Easton, CA 93706

JOB LOCATION
Washington Colony Hydronic Rpr
130 E Lincoln Ave
Fresno, CA 93706

DUE DATE	PO NUMBER	JOB NO.	TERMS	INVOICE DATE	PAGE
3/10/2018		18100	Net 30	2/8/2018	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
LABOR	1.50HR	12/27/2017: STEVEN V SPENCER Class:GF	118.00	177.00*
LABOR	0.50HR	12/28/2017: STEVEN V SPENCER Class:GF	118.00	59.00*
LABOR	1.00HR	1/2/2018: HENRY G RESENDEZ	35.00	35.00*
LABOR	2.00HR	1/2/2018: STEVEN V SPENCER Class:GF	118.00	236.00*
LABOR	8.00HR	1/2/2018: ERIC S SWENSON Class:JOURNEY	105.04	840.32*
LABOR	3.00HR	1/3/2018: JERUD PAUL AZPARREN Class:FORE	111.52	334.56*
LABOR	3.00HR	1/3/2018: HENRY G RESENDEZ	35.00	105.00*
LABOR	0.75HR	1/3/2018: HENRY G RESENDEZ	35.00	26.25*
LABOR	8.00HR	1/3/2018: GABRIEL C RIVERA Class:APP07	82.44	659.52*
LABOR	0.50HR	1/3/2018: STEVEN V SPENCER Class:GF	118.00	59.00*
LABOR	8.00HR	1/3/2018: ERIC S SWENSON Class:JOURNEY	105.04	840.32*
LABOR	2.00HR	1/4/2018: JERUD PAUL AZPARREN Class:FORE	111.52	223.04*

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DUE DATE	PO NUMBER	JOB NO.	TERMS	INVOICE DATE	PAGE
3/10/2018		18100	Net 30	2/8/2018	2

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
LABOR	1.00HR	1/4/2018: JAMES L HOPKINS	35.00	35.00*
LABOR	1.75HR	1/4/2018: HENRY G RESENDEZ	35.00	61.25*
LABOR	8.00HR	1/4/2018: GABRIEL C RIVERA Class:APP07	82.44	659.52*
LABOR	1.50HR	1/4/2018: STEVEN V SPENCER Class:GF	118.00	177.00*
LABOR	8.00HR	1/4/2018: ERIC S SWENSON Class:JOURNEY	105.04	840.32*
LABOR	8.00HR	1/5/2018: GABRIEL C RIVERA Class:APP07	82.44	659.52*
LABOR	8.00HR	1/5/2018: ERIC S SWENSON Class:JOURNEY	105.04	840.32*
LABOR	2.00HR	1/8/2018: JAMES L HOPKINS	35.00	70.00*
LABOR	1.50HR	1/16/2018: JAMES L HOPKINS	52.50	78.75*
LABOR	2.00HR	1/16/2018: HENRY G RESENDEZ	35.00	70.00*
LABOR	1.00HR	1/16/2018: HENRY G RESENDEZ	52.50	52.50*
LABOR	6.00HR	1/2/2018: SHANNON V GALD Class:FOREMAN	99.05	594.30*
LABOR	3.00HR	1/5/2018: SHANNON V GALD Class:FOREMAN	99.05	297.15*

STRATEGICMECHANICAL
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4661 E COMMERCE AVE FRESNO CA 93725 (559) 291-1952

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DUE DATE	PO NUMBER	JOB NO.	TERMS	INVOICE DATE	PAGE
3/10/2018		18100	Net 30	2/8/2018	3

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
LABOR	2.00HR	1/5/2018: SHANNON V GALD Class:FOREMAN	130.02	260.04*
LABOR	3.00HR	1/5/2018: HENRY G RESENDEZ	35.00	105.00*
	1	LF 3 X 2-1/2 XLC PXP RED	168.725	168.73
	2	LF 2-1/2 XLC PXP COUP L/ST	62.10625	124.21
	2	2 X 100 20 MIL PIPE WRAP	18.80	37.60
	8	1.5' Shoring Cyl	38.55	308.40*
	6	Cylinder Ext Vert Shore	13.60417	81.63*
	7	Plywood 48"x72"x 1-1/8"	11.3375	79.36*
	1	Release Tool 30"	9.0625	9.06*
	1	Shoring Hand Pump	34.025	34.03*
	1	Ca Prop Tax Recovery Fee	3.85	3.85*
	2	Delivery/Pickup	120.04375	240.09*
	4.5	BACKHOE OPERATOR	181.25	815.63*
	4	BACKHOE DELIVERY AND PICKUP	137.50	550.00*
	4	BOBCAT OPERATOR	162.50	650.00*
	2	FLAT SAW OPERATOR	162.50	325.00*
	4	LABORER	81.25	325.00*
	1	EQUIPMENT MOBILIZATION	125.00	125.00*
	9	(RENTAL) 10' CHAIN LINK FENCE	10.12222	91.10
	6	(RENTAL) 10' CHAIN LINK FENCE	10.12292	60.74
	1	B1730 Box	270.8625	270.86
	1	B1730X12 extension	121.475	121.48
	1	lock out tag out kit	55.825	55.83
	2	breaker lockout	20.76875	41.54
	1	multipole breaker lockout	14.4875	14.49
	2	2pk clamp brk	28.83125	57.66
	1	sfty l/out	42.50	42.50
	1	safety lockout	31.075	31.08
	1	B1730-51jh Cover marked ele	357.6625	357.66
	3	Bags of Grout	16.00	48.00

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Easton, CA 93706

JOB LOCATION
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Fresno, CA 93706

DUE DATE	PO NUMBER	JOB NO.	TERMS	INVOICE DATE	PAGE
3/10/2018		18100	Net 30	2/8/2018	4

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	4	Bags of Rock	13.25	53.00
ABSBM-6"	4.00	SAWZALL BLADES 6" X 18T	2.0875	8.35
CN-TB42	0.50	TRASH BAGS 42 GALLON	26.875	13.44
DLPS36	12	36" PANDUIT STRAPS	0.275	3.30
IF-12OZ	1.00	SPRAY FOAM 12OZ CAN	12.25	12.25

* means item is non-taxable

NONTAXABLE AMOUNT	$11,942.73
TAXABLE AMOUNT	$1,613.82
FRESCI TAX RATE	$128.70
TOTAL AMOUNT	**$ 13,685.25**

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3 (b)
DATE: February 13, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Approve the Domestic Water Service Agreement with Dellavalle Laboratory Inc. for the period January 1, 2018 through December 31, 2018.

BACKGROUND:

As specified in law, the power to contract is invested in the Governing Board, and, by Board action, the Superintendent has been delegated the power to enter into contracts on behalf of the district. However, to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board. (Education Code 17604).

CONSIDERATION:

Dellavalle Laboratory will maintain and update water quality testing for the district's well system and schedule future testing. Dellavalle Laboratory will be the primary contact for the Health Department. The service includes an annual visit to examine the water system for any changes in the well seals, plumbing, pressure tank, etc. and will include monthly coliform testing, annual water report summary & CCR, quarterly DBCP, Gorss Alpha, Total Radium, Uranium and DEPH, and annual nitrate testing.

FINANCIAL IMPACT:

$2,984.00

FUNDING SOURCE:

Resource 81500 (General Fund - Ongoing and Major Maintenance)

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

DELLAVALLE®
Laboratory, Inc.
Chemists and Consultants

January 19, 2018

Jesus Cruz
Washington Colony Elem School #14460
103 E Lincoln Ave
Easton, CA 93706

Dear Jesus:

Enclosed is the Domestic Water Service Agreement for January through December 2018.

The contract includes all monitoring requirements due for 2017 with exceptions. For example, not included are Copper/Lead First Draw samples, tests required due to regulations or non-compliant results (e.g. positive coliforms) and costs for system treatment. These items will be billed separately, should they occur.

Please feel free to call or make corrections if you have any concerns about this proposal. If it is acceptable, please sign and return one copy; the other is for your files. An addressed return envelope is enclosed for your convenience.

Thank you for the opportunity to continue to be of service.

Sincerely,

Keith M. Backman, CPH, CCA
MS Pomologist
Consultant Manager

KMB: gmp

Enclosures

DELLAVALLE®
Laboratory, Inc.
Chemists and Consultants

REQUEST FOR DOMESTIC WATER TESTING SERVICE

The undersigned requests that Dellavalle Laboratory collect water samples from the water systems listed below at the specified intervals and/or act as their Distribution Operator (DO) for a period beginning **January 1, 2018 and ending December 31, 2018.**

Water Sampling:
Each water sample will be collected by Dellavalle and tested in accordance with your testing requirements per the California Department of Health or other regulatory agency as applicable. Copies of reports will be sent to **Washington Colony Elementary School #14460/21** and **SWRCB – Fresno**.

Distribution Operator Services:
If Dellavalle is specified as Distribution Operator (DO), Dellavalle will be your primary contact for the Health Department. You are **required** to contact the Dellavalle Distribution Operator with all written and verbal communications from your regulatory agency. Your DO must also be notified if your system has any water quality problem, plumbing change or significant pressure loss. The DO will conduct an annual inspection of your facility.

Water Testing Program (January through December 2018)

Analyte	Frequency	Amt. per Sample	No. of Samples/items	sub-total
Distribution System				
Coliform, E. coli + Cl2 (Chlorine Residual)	Monthly	$33.00	12	$396.00
System #1000285-053 (Primary Well)				
Nitrate	Annually	$21.00	1	$21.00
EPA 504 (DBCP, Ethylene Dibromide)	Every 3 yrs	$65.00	1	$65.00
1,2,3-TCP	Quarterly	$90.00	4	$360.00
Miscellaneous				
Distribution Operator Service	Yearly	$742.00	1	$742.00
Annual Water Summary & CCR	July 1st	$320.00	1	$320.00
Sampling, Tracking and Scheduling	Monthly	$90.00	12	$1,080.00
			Total	$2,984.00

Payment Schedule:

The Client agreed to pay Dellavalle Laboratory, Inc. for its services an agreed amount of **$2,984.00**. Payment to be made in a lump sum in advance, or a payment of **$2,984.00** commencing on the first day of **March 2018**.

Additional tests required due to regulatory changes and/or non-compliant results will be billed separately.

Unless listed above this service does not include the compilation of an annual report or Consumer Confidence Report (CCR).

Liquidated damages by way of a late charge will be computed at a periodic rate of 2% per month, which is an annual percentage rate of 24%, and will be applied to any unpaid balance commencing 30 days after the date of the original invoice.

Agreement Terms:

Dellavalle shall render the services contracted for in good faith and with due diligence. It is expressly understood that the Client assumes the risk of the application or implementation of all recommendations and indemnifies and holds Dellavalle harmless form same. Dellavalle makes no warranties expressed or implied with respect to any services other than those set forth herein, or as to any materials or equipment utilized in connection recommendations of Dellavalle Laboratory Inc.

In the event of a legitimate dispute, we agree to submit the dispute to mediation, and if not resolved by mediation, then submit to binding arbitration. If the mediator declares that no legitimate dispute exists other than the inability, failure or delay in payment, then debtor will pay all the cost of mediation and arbitration and in the event of arbitration Dellavalle Laboratory's reasonable attorney fees and costs.

ACCEPTED BY:	REQUESTED BY:
DELLAVALLE LABORATORY, INC	WASHINGTON COLONY ELEM SCH #14460
BY: Keith M Backman	BY:
Keith M Backman	Jesus H. Cruz, Superintendant
Water Distribution Operator, Grade D1, Cert No. 27436	
DATE: January 19, 2018	DATE:

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.4
DATE: February 13, 2018

SUBJECT TITLE: 2017-2018 Comprehensive School Safety Plan

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Approve the 2017-2018 Comprehensive School Safety Plan.

BACKGROUND:

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1-12, inclusive, to write and develop a school safety plan relevant to the needs of that particular school.

The comprehensive safety plan requirement was enacted in 1997 and remains in effect due to legislation in 1999. Districts are required to review and update the Plan by March 1st of each year. The vision of this requirement is to ensure that districts maintain a safe school environment that is critical to success and is everyone's responsibility. A copy of the plan will be made available to the staff and public in the Washington Colony Elementary School office. In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California Public Schools as they develop their mandated comprehensive safety school plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

CONSIDERATION:

The Board will consider the annual approval of the 2017-18 Comprehensive School Safety Plan.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

Comprehensive School Safety Plan
SB 187 Compliance Document

2017/2018
School Year

School: Washington Colony Elementary School

CDS Code: 10625136007405

District: Washington Colony Elementary School District

Address: 130 East Lincoln Ave.
Fresno, CA 93706-6043

Date of Adoption: February 13,2018

Approved by:

Name	Title	Signature	Date
Gary Chavez	Board President		
Bob Dack	Board Clerk		
Liz Faccinto	Board Member		
Pete Matthew	Board Member		
Rene Mendoza	Board Member		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent ofthe Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January I, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Washington Colony Elementary School's office.

Safety Plan Vision

Maintaining a safe environment is critical to success and is everyone's responsibility. This means school and district officials work towards ensuring that grounds and buildings are safe. We believe that our students have a right to learn in a safe environment.

The primary purpose of the safety plan is to help school officials protect the lives and well-being of students and staff through emergency preparedness planning and prompt and appropriate response of trained school personnel whenever a school crisis occurs.

School officials recognize that emergencies are fluid events and the emergency procedures outlined may not fit every situation. As such, administrators and staff must remain flexible and be prepared to promptly adapt their actions as necessary.

Components of the Comprehensive School Safety Plan (EC 32281)

Washington Colony Elementary School Safety Committee
Jesus Cruz, Evelyn Diaz, Becky Mitchell, Katlin Kaundart and Jeff Dronyk

Assessment of School Safety
1. Regular review and assessment of the current safety needs will be conducted regularly.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)
2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:
a. Child abuse reporting procedures consistent with Penal Code 11164
b. Routine and emergency disaster procedures
c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
d. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
e. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4
f. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel"
g. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school
h. A safe and orderly environment conducive to learning at the school
i. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
j. Procedures for reporting school crimes, including hate crimes, on the California Safe Schools Assessment
k. Suicide Prevention Plan and Emergency Phone Tree.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)
Board Policy 5141.4 Child Abuse Reporting Procedures
Located in the District Office

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)
Board Policy 3526
Located in the District Office

Public Agency Use ofSchool Buildings for Emergency Shelters
Washington Colony School is available to governmental agencies such as law enforcement and fire as directed and needed.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
Board Policy 5144.1 Suspension and Expulsion/Due Process
Located in the District Office

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)
Board Policy 5148
Available in the District Office

(E) Sexual Harassment Policies (EC 212.6 [b])
Board Policy 5145.7 Sexual Harassment
Available in the District Office

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)
Board Policy 5132 Dress and Grooming
Available in the District Office

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)
Board Policy 5142 Procedures for Safe Ingress and Egress
Available in the District Office

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:
Component 1: Safe Physical Environment

Element:
Creating a physical environment that ensures school-wide safety.

Opportunity for Improvement:
Update the procedures and address physical environmental needs to ensure a safe school environment .

Objectives	Action Steps	Resources	Lead Person	Evaluation
Maintain a current safety plan to ensure school-wide safety.	Update Safety Plan	Current Plan	Jesus Cruz/Evelyn Diaz/ Becky Mitchell	17/18
Update procedures and communicate the school-wide safety systems to increase awareness of safety procedures for all staff and students.	Update Procedures	Current Plan	Jesus Cruz/Evelyn Diaz	17/18
Increase student safety by adding additional safety locks to doors that lock from the outside also installed front gates entrance and locked gates at the middle school	Confirm that each door has locks from the outside and front gates installed in front of the school entrance.	Maintenance	Jeff Dronyk	completed
Ensure student safety by practicing initial action drills with students and staff on a regular basis.	Conduct Initial Action Drills: Duck and Cover, Shelter in Place, Lock Down, and Evacuation/Fire Drill.	Safety Plan	Jesus Cruz/Jeff Dronyk	17/18
Update and maintain acceptable levels of emergency supplies on campus to be used in case of a major disaster or shelter in place/lockdown situation.	Purchase Emergency Kits and Supplies	Safety Plan	Jesus Cruz/Maria Rodriguez	17/18
Procedure on a Suicide Prevention Plan and Emergency Phone Tree. If emergency occurs a administrator will be notified	A phone tree has been developed in case of an emergency, Administrator will be notified first and proceed to next person on the phone tree	Safety Plan	Jesus Cruz/ Evelyn Diaz/ Katlin Kaundart	17/18
Increased student safety by adding cameras at the elementary and middles school campus, also a camera screen in the front office with four monitors	Cameras were placed on the elementary and middle school campus with four monitors in the front office	current plan	Jeff Dronyk/ Jesus Cruz	17/18

Component:
Component 2: School Culture

Element:
Creating a positive atmosphere for learning.

Opportunity for Improvement:
Increase school spirit and pride. Work with stakeholders (students, staff, parents, and the community) in creating a positive learning environment that emphasizes high expectations of student conduct, responsible behavior, and respect for others.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase Parent Communication	Maintain: Website Marquee Patriot Press (Parent Newsletter) Blackboard Connect Robo Calls		Jesus Cruz, Sara Villegas	2017/2018
Working with Stakeholders in creating the LCAP for Washington Colony School.	Community Meetings		Jesus Cruz	2017/2018
Positive Behavior Intervention System (PBIS) to establish the social culture and the behavioral supports needed for all children in school to achieve both social and academic success	Students are given Patriot tickets for school spirit, pride, and character counts, PBIS store, perfect attendance by grade and teacher, Passport Day to review behavior, school spirit and pride		Katlin Kaundart, Evelyn Diaz	2017/2018
Student of Month for Character Trait and Trimester Awards for academic success	Students are given a certificate, for demonstrating the character trait and trimester awards for perfect attendance, honor role, improvement of behavior or grades		Teachers	2017/2018

Component:
Component 3: Personal Characteristics of Student and Staff

Element:
Traits that students, teachers, administrators, and other school personnel bring to campus.

Opportunity for Improvement:
Ensuring students, teachers, administrators, and other school personnel receive ongoing in-service training to meet the changing needs of the student body.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Improve student behavior and success.	Provide Parent Workshops, PBIS and Student Study Teams	FCOE: PBIS Parenting Partners	Jesus Cruz Katlin Kaundart/Stephen Taylor, Evelyn Diaz,and Lillie Espinoza	2017/2018
Provide professional development for teachers, administrators, and other school personnel.	Provide Professional Development	FCOE	Jesus Cruz/ Becky Mitchell	2017/2018
Implement PBIS Tier 3 Gold Level	Create a PBIS Team to plan an organize the implementation of PBIS and PBIS Store	FCOE Cohort VI Training	Evelyn Diaz/ Katlin Kaundart, Susan Hatler, Martha Green, and Elise Hefley	2017/2018

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Washington Colony Elementary School Student Conduct Code

Standards of Behavior

At Washington Colony School we believe that every student has a right to an education and every student has a responsibility for learning; this right can be forfeited by failure to accept this responsibility. In support of this belief, the Board of Trustees has adopted the following standards of behavior (examples follow each rule):

1. FOLLOW DIRECTIONS

Follow directions at any school sponsored function. Follow playground rules.
Follow rules in the classroom required by each of your teachers.
Follow rules while traveling between classes and while in lines.
Follow rules on the bus and in the cafeteria.
Follow directions of person in charge. Do it the first time. Be a good listener.

2. SHOW RESPECT

Be polite to everyone.
Use self-control; do not lose control of your temper. Keep your school clean and litter free. Respect the property of others.
Treat others the way you want to be treated.
Absolutely no disrespectful back-talk to adults.
Address adults politely using their titles (Mr./Mrs./Ms./Dr./,Pastor/etc.) No aggressive touching/fighting/pushing.
No cursing or bad language; use positive, appropriate language. No ethnic/racial slurs.
Respond respectfully and appropriately when spoken to by adults. Listen when someone else is talking. No mean spirited teasing.
No Display of Affection and Physical contact among students.

3. BE PREPARED

Have necessary supplies: books, pencils, paper. Have your own work done and ready. Have homework completed when due. Be in your seat ready to work on time.
Wear clothing appropriate for school activities. Enter the classroom quietly. Work on assigned tasks.
Be willing to work cooperatively with everyone.

4. BE SAFE

No aggressive touching (shoving, pushing, fighting, hitting, etc.)
Leave medication in the office or at home (if not needed at school).
No weapons or dangerous items of any kind on campus.
No fighting (verbal or physical).

Do not lose control of your temper.
Follow all rules (classroom, yard, cafeteria, bus,etc.)
No inappropriate throwing of anything (e.g., trash, food, gum, etc.)
Notify any staff member of unsafe behavior.

5. BE RESPONSIBLE
Being Responsible has been added to the student expectation in 2015/2016 as part of implementing PBIS. Students are to complete assignments, care for school supplies and facilities, turn in books and work.

SEE DISCIPLINE MATRIX

Conduct Code Procedures
EXPLANATIONS - CONSEQUENCES OF STUDENT MISBEHAVIOR

Detention
Detention is the assignment of a student to a supervised area for a specified time before or after school, during recess, or during lunch. Supervision must be assigned to a certificated employee. The student shall be given adequate time to use the rest, get a drink or eat lunch.

School Attendance review Board (SARB)
School Attendance Review Board (SARB) reviews student attendance and disruptive behav- ior. Students may be referred to SARB for habitual truancy or irregular attendance. SARB may direct a student to take part in community services. SARB may involve the District At- torney, County Probation Department, Sheriff's Department, and County Health and Human Services in a student's case. SARB may transfer the student to another school or to an alter- native education program.

The Search and Seizure Policy
The Search and Seizure Policy governs the district's authority to search individual students and their property. School officials may search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the district or school.

Suspension
Suspension is the removal of a student from the classroom for disciplinary reasons for a de- fined period of time by a teacher or a school administrator. A principal or a designee may suspend from school for up to five consecutive days. A teacher may suspend for the remain- der of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain conditions. There are two kinds of suspension: On-campus suspension and out of school suspension. Students placed on home suspension are not per- mitted on or near Washington Colony Elementary School Campus, nor are they allowed to participate in any school activities during the period of suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary. Students assigned on-campus suspension will not be allowed to participate in any school activities during the period of on-campus suspension, nor stay for the After School Program (if enrolled in the program).

Expulsion
Expulsion is the removal of a student from Washington Colony School District for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for re-admission must be considered within a speci- fied time period. State law provides for full due process and rights to appeal any order of
expulsion.

State law mandates the Board of Education expel students for:

Possession, sale, or furnishing of a firearm;
Brandishing a knife;
Sale of Drugs
Committing or attempting to commit sexual assault or battery; Possession of explosives.
California Education Code requires a school administrator to recommend expul-
sion if a student commits one of the following offenses:

Causing serious physical injury to another person except in self-defense;
Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil;
Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana;
Robbery or extortion;
Assault or battery upon a school employee.

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student
is enrolled determines the pupil has violated one or more parts of the Standards of Behavior. (Education Code 48900).

A pupil may be disciplined, suspended for a maximum of five consecutive days, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any school district, including, but not limited to, any of the following.

While on school grounds
While going to and from school
During the lunch period whether on or off campus
During, going to, or coming from a school-sponsored activity.

Discipline Matrix available in the Student Handbook

STEP SYSTEM
When a student reaches Step 5 and is referred to the Principal or designee, the steps below will be followed. Once a student reaches the office for dis- cipline, any successive trips are cumulative.

1st Discipline Notice: Parent/Student conference with Principal or designee

2nd Discipline Notice: In-school Suspension/Campus Beautification 1 Day

3rd Discipline Notice: In-school Suspension/Campus Beautification 2 Days

4th Discipline Notice: Parent/principal or Designee Conference In-school Suspension/Campus Beautification 3 Days

5th Discipline Notice: Out-of-School Suspension - 2 Days, Referral to S.A.R.B. (School Attendance Review Board)

6th Discipline Notice: Out-of-School Suspension- 3 Days

7th Discipline Notice: Out-of-School Suspension - 5 Days

8th Discipline Notice: Out-of-School Suspension - 5 Days Hearing before Board of Trustees to consider Expulsion from school.

(J) Hate Crime Reporting Procedures and Policies
Board Policy 1312 Uniform Complaint Procedures
Available in the District Office

Safety Plan Review, Evaluation and Amendment Procedures

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The Superintendent/Principal or designee oversees the development of a comprehensive districtwide safety plan that identifies major safety concerns as well as the district's goals and priorities for safe schools. The plan includes violence prevention strategies and actions to be taken in the event of a crisis.

The school safety plan is reviewed and updated annually in March of each year.

The Board approves the plan at a regularly scheduled meeting of the Board and the adoption of the plan is not be a consent item. At a minimum, the Board discusses both of the following:

1. How the safety plan addresses the needs of the school and students within that school
2. How the school site council or safety planning committee considered the "three essential components" when writing the plan, including assuring each student a safe physical environment; assuring each student a safe, respectful, accepting and emotionally nurturing environment; and providing each student resiliency skills

The Board reviews the comprehensive districtwide safety plan in order to ensure compliance with state law, Board policy and administrative regulation.

The Superintendent/Principal ensures that an updated file of all safety-related plans and materials is readily available for inspection by the public.

Safety Plan Appendices

Emergency Contact Numbers

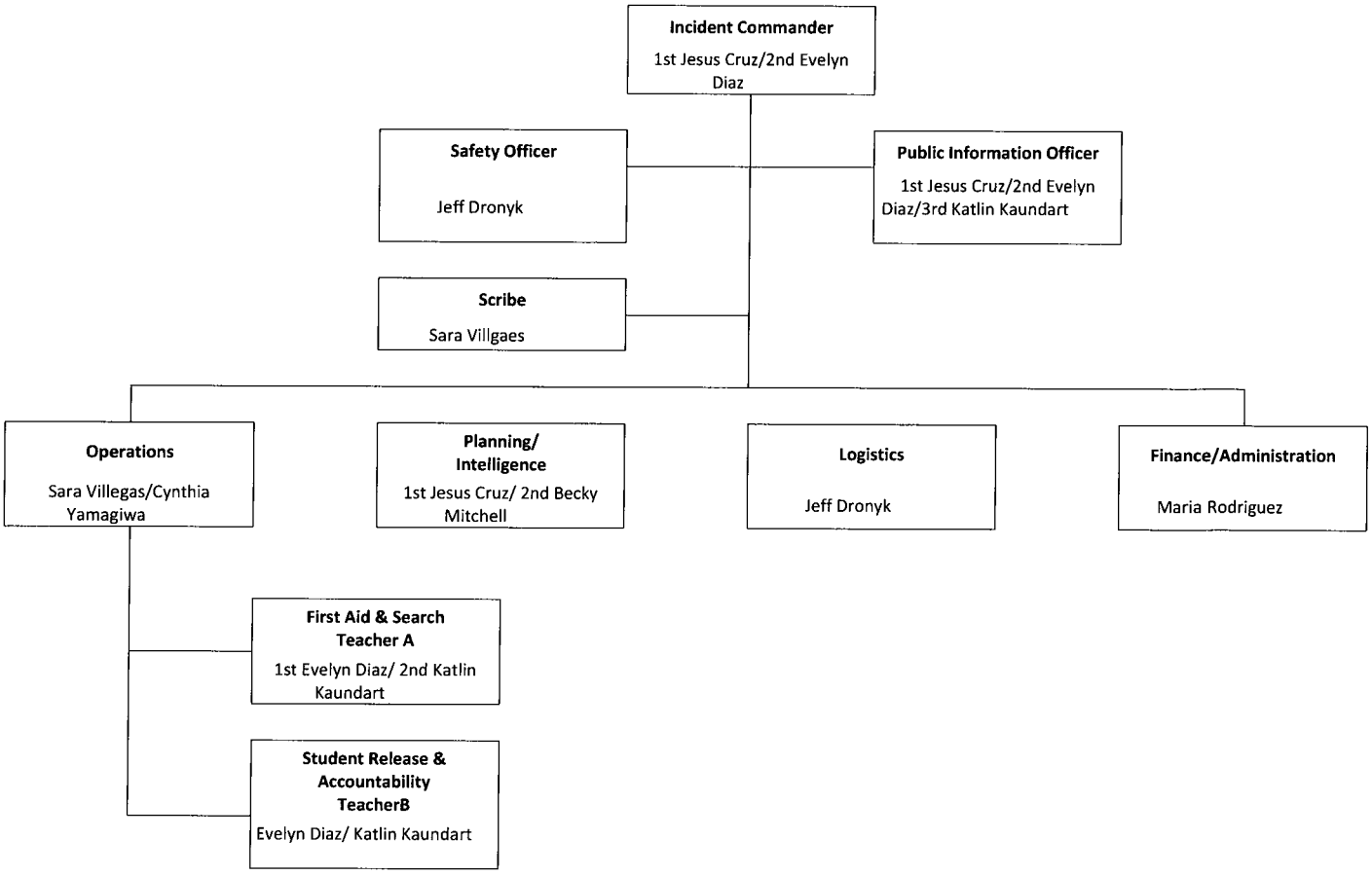
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Washington Colony School	(559) 233-0706	
Law Enforcement/Fire/Paramedic	Emergency #	911	
Law Enforcement/Fire/Paramedic	Sheriff Dept.	559 488-3111	
Other	Poison Control	1 (800) 222-1222	
Public Utilities	PG & E	1-800-743-5000	
Other	Air Quality Control District	(559) 230-6000	
Other	Department of Public Health	(559) 600-3200	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	**Date and Time**	**Attached Document** (description and location)
Training Update/Posters Distributed /Safety Procedures Review	9/1/2017	Online, email and school grounds
Child Abuse Reporting for Educator Training Module	7/6/2017	complete
Injury & Illness Prevention Program Staff Training	4-3-2018	Online
Injury & Illness Prevention Program Board Adoption	10-13-2015	Online
School Safety Survey	TBD	District Wide/Online
Administrative Review of Plan	2-7-2018	District Office
Board Update & Review of Safety Plan	2-13-2018	WCSD RM M5

Washington Colony Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

School Incident Command roles are assigned with alternates included in the absence of any position. Positions are filled as needed, based on size and scope of the emergency.

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency
Identification of the emergency is determined by the Incident Commander.

Step Two: Identify the Level of Emergency
Following the identification of the emergency, the Incident Commander will determine the level of emergency.

Step Three: Determine the Immediate Response Action
The level of the emergency is identified.
Following the determination, a response is identified according to our Safety Plan.

Regardless of the type of emergency that occurs, the initial response by staff and students will almost always include one or more of these four basic "INITIAL ACTIONS:"
1. Duck and Cover
2. Evacuate Building(s)
3. Shelter-In-Place
4. Lock-Down
5. Drop, Cover and Hold-On

Step Four: Communicate the Appropriate Response Action
Appropriate actions and response procedures are communicated to staff and individuals using the School Incident Command Organizational Chart and following the Safety Plan.

Regardless of the type of emergency that occurs, the initial response by staff and students will almost always include one or more of these four basic "INITIAL ACTIONS:"
1. Duck and Cover
2. Evacuate Building(s)
3. Shelter-In-Place
4. Lock-Down

When there is a sudden loud noise, or other indication that something bad is happening, instinctively the first reaction should be to "Duck and Cover." Then, once the situation becomes clearer, one of the other "Initial Actions" may be implemented.
Although these four basic Initial Actions will suffice for the vast majority of campus emergencies, some emergencies may prompt the school Incident Commander to follow these with additional emergency procedures. Examples of other potential actions include the total evacuation of staff and students to an off-site location, or the release of students to parents. When it is necessary to implement these other actions, the school Incident Commander will provide direction in person or by other means as necessary. Recommended additional actions for some specific emergencies are included in Section V of this Crisis response Plan.
Detailed Duck and Cover, Evacuate, Shelter In Place and Lock Down procedures, and a sample Initial Actions Poster are located in Appendix C – Initial Actions.

Types of Emergencies & Specific Procedures

Aircraft Crash
Initial Action:
DUCK AND COVER ACTION

To be used as the Initial reaction to any sudden event such as gunfire, earthquake, explosion, etc. This action may be followed by "Lock-Down", "Shelter-In-Place" or "Evacuate Building" actions.
The DUCK and COVER action should also be used during a LOCK DOWN, if gunfire, explosions or similar threats are occurring.
Teachers will:
1. If outside, direct students to drop to ground, tuck head between knees and cover head and face with arms and hands
2. If inside, direct students away from widows, bookshelves and carts
3. Direct students to duck under desks, tables etc. and cover heads and faces with arms and hands
4. Remind students not to lie down, they should crouch and remain mobile
5. Assume the same Duck and Cover position as students
6. Await further instructions or "All Clear" signal
7. After the "All Clear", take roll and determine the condition of all students
8. Report injuries or other immediate safety concerns

Students will:
9. Move quickly away from windows, bookshelves or anything that might fall
10. If possible, duck under desk or table
11. Do not lie down, remain mobile and quiet
12. Once positioned, kneel with head resting at knees, arms covering back of head
13. Remain in place until given the "All Clear" signal

School Incident Commander will:
14. Determine the level of response required for the incident
15. Establish an Incident Command Post (ICP)
16. Notify appropriate School District officials if needed (District Emergency Manager/Staff)
17. Convene Student Release team if needed (Operations)
18. Prepare incident status report for emergency response personnel if needed

Action is rescinded when:
19. It is deemed safe by the Incident Commander (Principal or other official)
20. Teachers are given the "All Clear" or other instructions

Animal Disturbance
Initial Action:
SHELTER-IN-PLACE
To be used in the event of:
Animal threat on campus – bees, dogs, etc.

Teachers will:
Report to their rooms if possible
Get everyone inside their rooms, including students and staff seeking shelter
Close all doors and windows to exclude outside air if necessary!
Take roll, and document the names of all students present
Await further instructions from Incident Command staff or "All Clear" signal

Students will:
Report to the nearest classroom, common room or office area

Identify themselves to the teacher or staff member in charge
Sit calmly and quietly and await further instructions from teacher or staff member

Incident Command staff will:
Determine the level of response required for the incident
Establish an Incident Command Post (ICP)
Notify appropriate School District officials (District Emergency Manager/Staff)
Convene Student Release team if needed (Operations)
Prepare incident status report for emergency response personnel
Be prepared to assist with building access for emergency responders
Be prepared to shut down all HVAC systems, stop outside air intrusion!

Action is rescinded when:
It is deemed safe by the Incident Commander (Principal or other official) ? Teachers are given the "All Clear" or other instructions

Armed Assault on Campus
Initial Action:
LOCK-DOWN
To be used in the event of:
21. Civil Disturbance
22. Gunfire/Police action in vicinity
23. Armed Intruder/Hostage situation on campus
24. Hostage Crisis
25. Other threat situation as appropriate

Teachers will:
26. Immediately lock their classroom door
27. Instruct students to move away from doors and windows, implement DUCK AND COVER unless directed otherwise.
28. Close all windows, blinds and curtains
29. Turn off all lights
30. Instruct students to remain silent
31. Await further instruction from Incident Command staff or Police

Students will:
32. Move away from doors or windows
33. Assume DUCK AND COVER if directed by teacher
34. Remain silent
35. Await further instructions from teacher

Incident Command staff will:
36. Determine the level of response required for the incident
37. Establish an Incident Command Post (ICP)
38. Notify appropriate School District officials (District Emergency Manager/Staff)
39. Convene Student Release team if needed (Operations)
40. Prepare incident status report for emergency response personnel (Plans/Intel)
41. Be prepared to assist with building access for emergency responders (Logisitics) -Direct any buses enroute with students to an alternate location.

Action is rescinded when:
42. It is deemed safe by the Incident Commander (Principal or other official)
43. Teachers are given the "All Clear" or other instructions

INTRUDER ON CAMPUS PROCEDURE
When an unknown person (intruder) is found on school property:

Notify school office/Incident Commander.

44. Ask another staff person to accompany you before approaching person.
45. Politely greet person and identify yourself.
46. Ask the purpose of the visit, and inform person all visitors must register at the office. ? If intruder's purpose is not legitimate, ask person to accompany you to office or exit.
47. If intruder refuses to go to office or leave, or you become aware that intruder is armed:
48. Walk away from intruder and maintain visual contact from a safe distance, while other staff member notifies school office/Incident Commander:
49. Provide a description of the intruder.
50. Provide last known location.
51. School office/Incident Commander will initiate an immediate school "LOCK DOWN".Initial Action:

LOCK-DOWN

To be used in the event of:

52. Civil Disturbance
53. Gunfire/Police action in vicinity
54. Armed Intruder/Hostage situation on campus
55. Hostage Crisis
56. Other threat situation as appropriate

Teachers will:

57. Immediately lock their classroom door
58. Instruct students to move away from doors and windows, implement DUCK AND COVER unless directed otherwise.
59. Close all windows, blinds and curtains
60. Turn off all lights
61. Instruct students to remain silent
62. Await further instruction from Incident Command staff or Police

Students will:

63. Move away from doors or windows
64. Assume DUCK AND COVER if directed by teacher
65. Remain silent
66. Await further instructions from teacher

Incident Command staff will:

67. Determine the level of response required for the incident
68. Establish an Incident Command Post (ICP)
69. Notify appropriate School District officials (District Emergency Manager/Staff)
70. Convene Student Release team if needed (Operations)
71. Prepare incident status report for emergency response personnel (Plans/Intel)
72. Be prepared to assist with building access for emergency responders (Logisitics) Direct any buses enroute with students to an alternate location.

Action is rescinded when:

73. It is deemed safe by the Incident Commander (Principal or other official)
74. Teachers are given the "All Clear" or other instructions
75. School Incident Commander (or designee) will call 9-1-1 and:
76. Identify the school and location.
77. Provide description of the intruder, and whether intruder is known to be armed. ? Provide last known location of intruder.
78. Describe actions being taken to safeguard staff and students.
79. Advise of the location of the school Incident Command Post.
80. If possible, maintain surveillance of intruder and update law enforcement upon arrival.
81. Maintain "LOCK DOWN" until situation is resolved.

IF YOU DISCOVER A HOSTAGE SITUATION:

If hostage taker is unaware of your presence, do not intervene.
Notify the school office/incident Commander.
School Incident Commander will initiate immediate "LOCK DOWN".
School Incident Commander (or designee) will call 9-1-1 and:
Identify the school and location.
Provide description of the intruder, and whether intruder is known to be armed.
Provide last known location of intruder.
Describe actions being taken to safeguard staff and students.
Advise of the location of the school Incident Command Post.
If possible, maintain surveillance of intruder and update law enforcement upon arrival.
Maintain "LOCK DOWN" until situation is resolved.

If taken hostage:
Treat the hostage taker as normally as possible and follow his/her instructions.
Do not panic and calm students if they are present.
Be respectful to hostage taker, ask to speak and do not argue or make suggestions.
If hostage taker becomes violent initiate "ACTIVE SHOOTER" action – RUN, HIDE, FIGHT!

Biological or Chemical Release

HAZARDOUS MATERIAL RELEASE PROCEDURE

A Hazardous Material (HazMat) release is the discharge or spill of a biological or chemical substance including release of radioactive materials. HazMat incidents most commonly involve liquids, powders, or vapors. On-campus HazMat incidents most often occur in school laboratory or vocational training areas, or in school maintenance areas. Off-campus HazMat incidents may involve chemical releases from rail cars, trucks or industrial sites near campus. On-Campus and Off-Campus releases may both pose threats that require prompt action by school officials.

FOR ON-CAMPUS RELEASES WITHIN A BUILDING: Administration:

82. The school Incident Commander (or first staff member to recognize the release), should initiate an EVACUATION of that building only.
83. If possible exterior doors should be closed (but not locked), and air moving systems shut down as the building is vacated.
84. If a substantial vapor cloud is present, efforts should be made to evacuate to an area upwind of the affected building.
85. The school Incident Commander should initiate a "SHELTER-IN-PLACE" action for other buildings on campus. This will help avoid exposing students or staff to potential vapors, or contamination from persons who have evacuated the immediate area of the release.
86. The School Incident Commander (or designee) will call 9-1-1 and:
87. Identify the school and location.
88. Describe the nature of the emergency (fire, smoke, building collapse, etc.) Describe actions being taken to safeguard staff and students
89. Provide the exact location of the problem.
90. Advise of the location of the school Incident Command Post.
91. The Incident Commander will direct staff to secure the area around the chemical spill.
92. The Incident Commander will establish a school Incident Command Post, upwind and out of the immediate danger area.
93. The Incident Commander will confirm with Accountability Team Leaders that roll has been taken of those evacuated and that all students are accounted for.
94. Until emergency responders can arrive and assist, the Incident Commander must then assess the situation and consider these questions:
95. Could a Search and Rescue Group safely look for missing students?
96. Should other buildings be evacuated?
97. Should evacuees be moved to a safer indoor location (Shelter-In-Place)?
98. Are any evacuees contaminated, and should they be separated from others?
99. Can First-Aid be started on injured persons without contaminating others?
100. Should a "Student Release" or "Off-Campus Evacuation" be started?

101. The Incident Commander will brief emergency responders when they arrive, and promote full cooperation between them and the school's staff.

Teachers:

102. Implement "Evacuation" or "Shelter-In-Place" procedures as directed.

ON-CAMPUS RELEASES OUTSIDE BUILDING OR RELEASE THREAT FROM OFF-CAMPUS:

The most appropriate initial action for this type of release is Shelter-In-Place.

103. The school Incident Commander will initiate a campus-wide "SHELTER-IN-PLACE" action and ensure all students and staff outside buildings are quickly moved indoors.
104. The Incident Commander should remind staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
105. School Incident Commander (or designee) will call 9-1-1 and:
106. Identify the school and location.
107. Describe the nature of the emergency (fire, smoke, building collapse, etc.) Describe actions being taken to safeguard staff and students
108. Provide the exact location of the problem.
109. Advise of the location of the school Incident Command Post.
110. The Incident Commander should consider initiating an immediate parent notification.
111. At this point parents should NOT come to the school and risk being exposed to the chemical release!
112. The Incident Commander will ensure that any buses enroute to the school with students are re-directed to the school's off-campus evacuation site to await further instructions.
113. The school will remain in SHELTER-IN-PLACE until the Incident Commander and emergency response officials can further assess the situation to determine the best next course of action:
114. Continue "Shelter-In-Place"
115. Notify parents and initiate the "Student Release" procedure.
116. Initiate an immediate "Off-Campus Evacuation" procedure.
117. Issue an "ALL CLEAR" signal and resume normal school operations.

Bomb Threat/ Threat Of violence

BOMB THREAT PROCEDURE

(Response Procedure may also be applied to "Suspicious Objects")

This BOMB THREAT PROCEDURE is a compilation of guidance material and forms. Portions of it, including the forms, have been formatted as stand-alone documents that may be extracted, duplicated and distributed to school staff as needed before or during a bomb threat incident.

TOPICS:

118. Introduction
119. Assessing A Bomb Threat
120. Call Taker Instructions/Telephone Bomb Threat Report
121. Response Procedures
122. Bomb Search Procedures

INTRODUCTION

Receipt of a bomb threat (or discovery of a suspected explosive device) is a situation school staff must be prepared to handle in a calm and professional manner. It is extremely rare for a person who builds and plants a bomb to call and alert the target before the bomb goes off. However, even though most bomb threats are pranks, they must all be taken seriously to ensure the safety of school students, staff and visitors.

Bomb threats may be written, e-mailed, posted online or communicated verbally, but the vast majority are made by telephone. Even though the procedures in this document refer primarily to telephoned bomb threats, the same principles will apply regardless of how the threats are received. Additionally, the actions taken in "response" to a bomb threat call, will also apply should an actual or suspected explosive device be discovered.

Perhaps the most important thing school employees can do when they receive a telephoned bomb threat is to get, and write down, as much useful information as possible from, and about, the caller. The "CALL TAKER INSTRUCTIONS" sheet and "TELEPHONE BOMB THREAT REPORT" form, found at the back of this Bomb Threat Procedure, have been developed for this purpose. They should both be printed and kept immediately available near all primary school telephones. Every staff member should also be trained in their use.

ASSESSING THE BOMB THREAT
Contrary to popular belief, schools should not immediately activate the fire alarm and evacuate school buildings every time a bomb threat is received.

BOMB THREAT PROCEDURE
When a bomb threat occurs, the school Incident Commander must quickly assess the situation and look at the big picture before selecting a course of action. For example, the caller might claim that he placed bombs in three different classrooms last night, or that he put two in restrooms this afternoon. But if the school has good fencing, good visitor procedures, cameras, after hours building alarms or other good security measures in place, how realistic are his claims? On the other hand, if he said he jumped the fence last night and hid a bomb on the playground near a flag pole or other landmark that really exists, you may have a credible threat.
The "Telephone Bomb Threat Report" is designed to assist school staff in gathering information during the call that will help identify the caller, and help gauge whether the threat is real, or simply a prank. As described below, the general tone of the call will allow it to be classified as a LOW LEVEL or MEDIUM LEVEL threat, and therefore almost certainly a prank, or classified as a HIGH LEVEL threat, which means it must be taken seriously:

123. LOW LEVEL - The probable motive is to cause disruption: The caller is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly. Caller is often young, and lacks skill at crafting a credible prank message.
124. MEDIUM LEVEL - The probable motive is to cause disruption: The caller gives details such as the size, location, or type of bomb. The caller stays on the line longer and states a motive for the bomb, but stumbles when asked to repeat or be more specific. Caller may be teen-aged and better able to embellish a prank message.
125. HIGH LEVEL – May be driven by conscience or other reason to issue warning: The caller is very detailed and describes the type, power, location or time of detonation. The caller stays on the line longer or makes multiple calls. The caller may exhibit advanced knowledge of bombs. In addition, the caller may make demands such as publicity, money, etc. Caller is likely older and must be taken seriously!

Additionally, bomb threats that come after termination of an employee, or suspension or expulsion of a student, should be looked at carefully. This is particularly true if there are clues (such as familiar voice) that indicate this may be the person calling, otherwise person is threats were made during the disciplinary action, and/or the person is known to have violent tendencies.
Quickly assessing the threat will ultimately help the school Incident Commander determine if it would be best to evacuate buildings and do a very thorough search of the entire campus, Shelter-In-Place and do a cursory sweep, or take some other combination of actions, all based on how credible the threat is considered.

BOMB THREAT
RESPONSE PROCEDURE – Part 1
CAUTION: There is a slight risk that an explosive device could be detonated by radio waves. The school Incident Commander, in concert with emergency response officials, must weigh this risk based on their THREAT LEVEL ASSESSMENT. When the threat level is perceived as "High", unless absolutely necessary to facilitate urgent communications, two-way radios and cell phones should not be used within 300 feet of buildings or other areas suspected of containing an explosive device. Runners should be used to deliver messages within this 300 foot zone.

ADMINISTRATION (School Incident Commander/Designee)
CALL 9-1-1 and provide information about the emergency:
Confirm address of school.
Provide threat details – Supposed bomb location, Supposed detonation time, etc.
Provide location of school Incident Command post.
Describe best access for emergency responders – driveway/gate.
If possible, remain on line to provide updates.

Conduct Threat Assessment – Then either evacuate buildings or Shelter-In-Place:
If evacuating, announce any needed changes in evacuation routes and assembly

areas based on potential bomb location.
If Shelter-In-Place, be sure playgrounds are clear. Move all students inside.
Establish a school Incident Command Post
Be certain to take the school Crisis Response Box.

If threat is deemed credible:
Establish a command post at least 400 feet from campus buildings.
Establish Unified Command with arriving emergency response officials, and determine next course of action based on continued Threat Assessment:
Conduct building /site search.
Cancel school and notify parents to pick up students from campus.
Evacuate students to an off-campus site for pick-up by parents.
Announce "All Clear" if and when it is deemed safe to do so.
Ensure that it is away from automobiles, refuse containers or mailboxes. ? Conduct a scan of the area for any suspicious items.
Employ runners to communicate.

BOMB THREAT
RESPONSE PROCEDURE – Part 2
CAUTION: There is a slight risk that an explosive device could be detonated by radio waves. The school Incident Commander, in concert with emergency response officials, must weigh this risk based on their THREAT LEVEL ASSESSMENT. When the threat level is perceived as "High", unless absolutely necessary to facilitate urgent communications, two-way radios and cell phones should not be used within 300 feet of buildings or other areas suspected of containing an explosive device. Runners should be used to deliver messages within this 300 foot zone.

TEACHERS/STAFF
Initiate "BUILDING EVACUATION" or "SHELTER-IN-PLACE" - as directed.

IF EVACUATING - follow normal Evacuation and Student Accountability procedures, but ADD THESE ACTIONS:
Have everyone in the room take their personal belongings with them. This will speed the "building search" process later.
Tell Students to turn off their cell phones - and leave them off - for safety.
While evacuating, perform a quick visual scan of the room and evacuation path to
detect unusual, out of place, or suspicious objects.
Report suspicious objects to the school Incident Commander as soon as possible.
As assembly area is approached, scan for unusual, out of place, or suspicious objects.
If anything seems out of the ordinary, move students to another location.
If possible, keep students at least 300 feet away from buildings.
Students should be in open areas away from cars, outbuildings, trash cans, etc.
If you relocate, report your new location and reason for move as soon as possible. Use Teacher Buddy system as needed to free staff to be "runners" to communicate
with the school Incident Commander and other staff.
Await further instructions or an "ALL CLEAR" announcement.

IF SHELTER-IN-PLACE is ordered:
Follow normal Shelter-In-Place procedures.
If a suspicious object is found, initiate an immediate Building Evacuation AND notify the school Incident Commander.
Take all other steps outlined in the section "IF EVACUATING" above.
Conduct a visual scan of the room to detect unusual, out of place, or suspicious objects. Do not move or touch any suspicious item.

BOMB THREAT PROCEDURE – continued
The person most qualified to search a given area is the person who is most familiar with that area! If familiar with an area, a person can quickly scan it and answer these critical questions:
1. Is there anything unusual?
2. Is there anything out of place?
3. Is there anything that looks suspicious?

So, what does a bomb look like? The only sure answer to that question is that the bomb WILL NOT resemble the familiar black ball with a fuse! A homemade bomb is called an "Improvised Explosive Device" or simply an "IED". "Improvised" means it is a person's own improvisation, and an IED is almost always concealed in an ordinary object. They can look like a backpack, briefcase, lunch box, pressure cooker or any other common container available to mankind.
That is why the most important aspect of searching for an IED is to LOOK FOR AN OBJECT THAT DOES NOT BELONG. Again, that is best done by someone very familiar with the search area.
For the reasons stated above, school staff should expect emergency officials to solicit their assistance in conducting a search of the school facility during a bomb threat event.

COORDINATING THE FACILITY SEARCH
The school Incident Commander will coordinate the efforts of school staff with those of the emergency response officials. It is suggested that staff be paired with emergency responders and search as follows:
TEACHERS: Classrooms.
LIBRARIANS: Library, storage rooms, and any associated areas.
CAFETERIA PERSONNEL: Kitchen, cafeteria, and storage areas.
CUSTODIAL/MAINTENANCE PERSONNEL: Custodial/maintenance storage and equipment areas, restrooms, stairwells, assembly rooms (auditorium, etc.) building perimeters and school grounds, including trash cans.
BUS DRIVERS: Buses and any bus related facilities on campus.
ADMINISTRATIVE PERSONNEL: Administrative offices/areas, hallways, and empty classrooms. Check hallways to identify unchecked areas.
It is recommended that the school facility be divided into areas with one individual assigned to monitor and report the search progress and findings in each area.

BOMB THREAT
ROOM SEARCH PROCEDURE
Search teams should be comprised of two people whenever possible.
FIRST SEARCH: Divide room into two levels. First search the floor and all areas up to window sill height or three feet from floor.
SECOND SEARCH: Search areas from three feet to top of head. Move in circular motion around room to starting point.
THIRD SEARCH: Search top of head to ceiling.
FOURTH SEARCH: Search ceiling, structural supports, window A/C units, and light fixtures.
At the completion of a room search where no suspicious item is found, the person who searched the room will report to the school Incident Commander or designee for further instructions or assignment.
Before declaring the search complete, the school Incident Commander or designee will check for "X" papers to confirm that each room on campus has been searched.

IF A SUSPICIOUS ITEM IS FOUND:
1. DO NOT APPROACH, MOVE, OR TOUCH ANY SUSPICIOUS ITEM.
2. Immediately report the exact location and an accurate description of the object to the school Incident Commander.
3. The school Incident Commander, in consultation with emergency response officials, will determine the next course of action. This may include the immediate evacuation of all staff and emergency response personnel from the building.

BOMB THREAT PROCEDURE – continued CALL TAKER INSTRUCTIONS
Use the "Telephone Bomb Threat Report" form as a guide while talking with the caller.
Attempt to ask Questions 1 through 9, IN ORDER, and document key points of answers. Listen closely to detect other information about the caller:
Try to detect items in "Description of Caller" and "Other Clues" section of form.
Signal co-workers that you are receiving a bomb threat call.
If possible, have one pick up a phone and listen in, while another notifies the school Incident Commander and relays call information as you write it down.
Stay calm and indicate your desire to cooperate with the caller. ? DO NOT antagonize or challenge the caller.
Ask caller to repeat or explain anything you did not understand. ? Prolong the conversation as long as possible.
Obtain as much information as possible.
Special Note: As part of the educational process, schools may provide opportunities for students to gain job experience working in the school office. Students tasked with answering phones should be instructed to follow these steps if they answer a "bomb threat" call:
1. Remain calm and politely advise the caller:

"I am a student. Please hold while I get an adult to talk to you."
2. Immediately signal any nearby adult staff member to come to the phone. Don't yell.
3. If no adult is near, lay the phone down and quickly go find one to take the call.
4. DO NOT HANG UP or ask the person to call back!

Name of person receiving the call:
TELEPHONE BOMB THREAT REPORT FORM

Bus Disaster
BUS ACCIDENT PROCEDURE
Bus Driver:
126. Protect student passengers from injuries and the bus from further damage.
127. Turn off the ignition, remove the key and activate the hazard lights.
128. Check for conditions that could cause a fire.
129. If conditions are safer outside the bus than inside, evacuate the bus.
130. Do not leave students unattended or unsupervised.
131. Notify the appropriate law enforcement agency by calling 9-1-1.
132. Inform them a school bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
133. Contact the school and provide a situation report, including names of any injured students and advise of any immediate needs.
134. Do not discuss details of the accident with media.
135. Do not release any students to anyone unless told to do so by school district administration or law enforcement.
136. If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
137. If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

School Incident Commander (Principal or designee):
138. Dispatch a school representative to the accident location.
139. School representative at the scene will access level of support needed and convey this to the school Incident Commander.
140. School representative at the scene will report the names of student passengers, their conditions, and location(s) where injured were taken to the district office so parent notifications can be made.
141. As needed, direct a school official(s) to accompany or meet injured student(s) at the hospital. If multiple hospitals are used, send a representative to each hospital.
142. Ensure any special health information or medication for any injured student is sent to the hospital.
143. Notify the parents/guardians of involved students, and if injured, the name/location of the hospital where the student was taken.
144. Assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
145. Initiate preparation of a media release and parent letter of explanation for the same day distribution, if possible.

Disorderly Conduct
Initial Action:
LOCK-DOWN
To be used in the event of:
Civil Disturbance
Gunfire/Police action in vicinity
Armed Intruder/Hostage situation on campus
Hostage Crisis
Other threat situation as appropriate

Teachers will:
Immediately lock their classroom door

Instruct students to move away from doors and windows, implement DUCK AND COVER unless directed otherwise.
Close all windows, blinds and curtains
Turn off all lights
Instruct students to remain silent
Await further instruction from Incident Command staff or Police

Students will:
Move away from doors or windows
Assume DUCK AND COVER if directed by teacher
Remain silent
Await further instructions from teacher

Incident Command staff will:
Determine the level of response required for the incident
Establish an Incident Command Post (ICP)
Notify appropriate School District officials (District Emergency Manager/Staff)
Convene Student Release team if needed (Operations)
Prepare incident status report for emergency response personnel (Plans/Intel)
Be prepared to assist with building access for emergency responders (Logisitics)
Direct any buses enroute with students to an alternate location.
Action is rescinded when:
It is deemed safe by the Incident Commander (Principal or other official)
Teachers are given the "All Clear" or other instructions

Earthquake
EARTHQUAKE PROCEDURE
Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.
The Initial Action for any earthquake will be "Duck, Cover" and "Hold-On".
School Commander (Principal or designee):
If necessary, call 9-1-1 to report damage and/or injuries
After the shaking stops, initiate an EVACUATE BUILDING alert.
If necessary, initiate parent notification procedures.
If necessary, establish an Incident Command post and activate appropriate Incident

Command functions. Consider need for:
First Aid Group
Utility Group
Security Group
Others, as needed.
Consider need to dismiss school due to power loss, building damage or other factors.
Consider need to evacuate staff and students to off-campus evacuation site.
Implement parent notification and Student Release procedures as necessary.
As needed, consult with emergency management and public safety officials to determine if school buildings are safe to reoccupy.

Teachers and staff:
Upon the first indication of an earthquake, teachers should direct students to DUCK and COVER, seek shelter under desks and move away from windows and overhead hazards.
If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
If EVACUATION is ordered, teachers will bring their student roster and classroom emergency kit if deemed necessary (for example, if building is obviously damaged, and may be unsafe to re-enter).
Take attendance at the Assembly Area, and report any missing or injured students.
Initiate first-aid if needed.
Await further instructions from the school Incident Commander.

Explosion or Risk Of Explosion
Initial Action:
EVACUATE BUILDING (Fire Alarm)
To be used in the event of:
Fire in building (on campus)
Chemical release in building
Gas leak in building
After significant earthquake
Building failure/potential failure due to damage or other condition
Or anytime building(s) must be immediately evacuated for any reason

Teachers will:
Secure their roll books
Escort their students out of the building by the assigned (or safest) route to the room's assigned fire drill location
Turn off light
Close and lock classroom door after insuring that all students are out of the room
Take roll once all students have arrived at the assigned area
Await further instructions from Incident Command staff

Students will:
File out of classrooms in a quiet orderly manner as directed by teachers
Assemble in the designated fire drill area for their classroom
Permit the teacher to take roll in a quiet and orderly manner
Await further instructions from their teacher

School Incident Commander will:
Determine the level of response required for the incident
Establish an Incident Command Post (ICP)
Notify appropriate School District officials (District Emergency Manager/Staff)
Convene Student Release team if needed (Operations)
Prepare incident status report for emergency response personnel
Be prepared to assist with building access for emergency responders

Action is rescinded when:
It is deemed safe by the Incident Commander (Principal or other official)
Teachers are given the "All Clear" or other instructions

FIRE/EXPLOSION/BUILDING COLLAPSE
Fire, explosion and/or building collapse may result from earthquakes, severe weather, vehicle accidents, structural defects or many other reasons. Remember - Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.
Administration (School Incident Commander/Designee)

146. CALL 9-1-1 and provide information about the emergency:
147. Confirm address of school.
148. Provide exact location of fire, explosion or collapse.
149. Describe current situation, including damage and estimated number of injured. ? Provide location of school Incident Command post.
150. Describe best access for emergency responders – driveway/gate.
151. If possible, remain on line to provide updates.
152. Ensure fire alarm has been sounded
153. If needed, announce changes in evacuation routes due to incident location.
154. Establish a school Incident Command Post
155. Assess situation and begin activating needed ICS functions, for example:
156. First-Aid, Accountability, Utility and Security Groups

157. Safety Officer, Public Information Officer, Operations Chief positions
158. Meet arriving fire and police personnel
159. Be certain to take school Crisis Response Box.
160. Identify the location of fire, smoke, explosion or gas smell. Advise locations of injured or trapped persons.
161. Provide last known location of any missing persons.
162. Establish Unified Command with emergency response officials.
163. Determine if it is necessary to:
164. Cancel school and notify parents to pick up students from campus.
165. Evacuate students to an off-campus site for pick-up by parents.
166. Announce "All Clear" if and when it is safe to re-enter the buildings.

Teachers/Staff
Upon discovery of a fire, explosion or building collapse, activate the fire alarm.
167. Implement Evacuation procedures
168. Use a secondary route if the primary route is blocked or hazardous
169. Close, but do not lock, doors when leaving
170. Inform the school office/school Incident Commander of the emergency
171. Following evacuation:
172. Account for all students and check for injuries
173. Immediately report any missing, extra or injured students
174. Wait for additional instructions

Fire in Surrounding Area
Initial Action:
EVACUATE BUILDING (Fire Alarm)
To be used in the event of:
175. Fire in building (on campus)

Teachers will:
176. Secure their roll books
177. Escort their students out of the building by the assigned (or safest) route to the room's assigned fire drill location
178. Turn off light
179. Close and lock classroom door after insuring that all students are out of the room
180. Take roll once all students have arrived at the assigned area
181. Await further instructions from Incident Command staff

Students will:
182. File out of classrooms in a quiet orderly manner as directed by teachers ? Assemble in the designated fire drill area for their classroom
183. Permit the teacher to take roll in a quiet and orderly manner
184. Await further instructions from their teacher

School Incident Commander will:
185. Determine the level of response required for the incident
186. Establish an Incident Command Post (ICP)
187. Notify appropriate School District officials (District Emergency Manager/Staff) ? Convene Student Release team if needed (Operations)
188. Prepare incident status report for emergency response personnel
189. Be prepared to assist with building access for emergency responders

Action is rescinded when:
190. It is deemed safe by the Incident Commander (Principal or other official) ? Teachers are given the "All Clear" or other instructions

Fire on School Grounds
Initial Action:
EVACUATE BUILDING (Fire Alarm)
To be used in the event of:
Fire in building (on campus)

Teachers will:
Secure their roll books
Escort their students out of the building by the assigned (or safest) route to the room's assigned fire drill location
Turn off lights
Close and lock classroom door after insuring that all students are out of the room
Take roll once all students have arrived at the assigned area
Await further instructions from Incident Command staff

Students will:
File out of classrooms in a quiet orderly manner as directed by teachers ? Assemble in the designated fire drill area for their classroom
Permit the teacher to take roll in a quiet and orderly manner
Await further instructions from their teacher

School Incident Commander will:
Determine the level of response required for the incident
Establish an Incident Command Post (ICP)
Notify appropriate School District officials (District Emergency Manager/Staff) ? Convene Student Release team if needed (Operations)
Prepare incident status report for emergency response personnel
Be prepared to assist with building access for emergency responders

Action is rescinded when:
It is deemed safe by the Incident Commander (Principal or other official) ? Teachers are given the "All Clear" or other instructions

Flooding
Initial Action:
SHELTER-IN-PLACE
To be used in the event of:
Severe weather event:
Heat, Cold
Wind, Thunderstorm
Flood

Teachers will:
191. Report to their rooms if possible
192. Get everyone inside their rooms, including students and staff seeking shelter
193. Close all doors and windows to exclude outside air if necessary
194. Take roll, and document the names of all students present
195. Await further instructions from Incident Command staff or "All Clear" signal

Students will:
196. Report to the nearest classroom, common room or office area
197. Identify themselves to the teacher or staff member in charge
198. Sit calmly and quietly and await further instructions from teacher or staff member

Incident Command staff will:
199. Determine the level of response required for the incident

200. Establish an Incident Command Post (ICP)
201. Notify appropriate School District officials (District Emergency Manager/Staff)
202. Convene Student Release team if needed (Operations)
203. Prepare incident status report for emergency response personnel
204. Be prepared to assist with building access for emergency responders
205. Be prepared to shut down all HVAC systems, stop outside air intrusion!

Action is rescinded when:
206. It is deemed safe by the Incident Commander (Principal or other official)
207. Teachers are given the "All Clear" or other instructions

SEVERE WEATHER PROCEDURE
For the purposes of this procedure "Severe Weather" is defined as a severe windstorm, hail storm, lightning storm or other weather event that could result in damage to school facilities or injuries to students or staff.
If a "Severe Weather Watch" has been issued by the National Weather Service:
208. Monitor NOAA Weather Stations (National Weather Service, Weather Channel, etc.)
209. Bring all persons inside building(s).
210. Be prepared to move students from mobile classrooms into permanent buildings.
211. Close facility doors, windows and blinds or curtains.
212. Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
213. Review "Duck and Cover" procedures with students.
214. Avoid gyms and cafeterias with wide free-span roofs and large areas of glass windows.

If a "Severe Weather Warning" has been issued in the school area, or if severe weather is being observed at or near the school:
215. The school Incident Commander will initiate a "SHELTER-IN-PLACE".
216. If flying debris or hail is creating a risk of broken windows, etc. the school Incident Commander will further direct staff to implement "Duck and Cover" procedures until the threat subsides.
217. The school Incident Commander should also be prepared to provide shelter to parents who may arrive to pick up children during the storm, until such time as it is safe to formally release the students without posing undue risk to staff or other students.

After passage of the storm:
218. The school Incident Commander will rescind the "Duck and Cover" order. o Shelter-In-Place should temporarily be continued.
219. The school Incident Commander should deploy staff to do a preliminary damage assessment of campus buildings and facilities, to identify issues that need to be immediately addressed before students and staff are released to move about.
220. Based on this assessment the school Incident Commander will:
221. Continue "Shelter-In-Place" until campus can be made safe.
222. Give the "ALL CLEAR" signal and resume normal school operations.
223. Notify parents and initiate the "Student Release" procedure.
224. Initiate an the "Off-Campus Evacuation" procedure.

Loss or Failure Of Utilities
UTILITY LOSS OR DAMAGE PROCEDURE
Loss of electricity is the most common utility problem. However, loss of gas, water or sewage disposal may also occur. Utility systems may also suffer damage or failure of related components on the school campus.
LOSS OF UTILITIES
Most often the loss of utilities is a result of failure or damage of utility company infrastructure located off-campus. Interruptions are normally brief, and though inconvenient, result in only minimal disruption of normal school operations. However, some outages can be extensive, so it is important to contact the utility company as soon as failure occurs to find out how long they anticipate an outage might last.

When it appears the outage will not end in a reasonable amount of time, school officials must weigh their options for closing school and sending the students home.

UTILITY SYSTEM DAMAGE OR FAILURE ON CAMPUS

Utility failure or damage on campus can pose serious threats to students or staff:

225. Gas leaks may require only a spark to set off an explosion.
226. A broken water pipe may cause extensive flood damage to buildings and property.
227. Electrical failures cause disruption of needed heating, ventilation, and air conditioning.
228. Electrical failure may also result in loss of well water and sewage disposal.
229. Broken electrical lines or components may pose a shock hazard to staff or students.

The initial response to any problem with utility systems on campus is to try to identify the source of the problem, isolate the area, and shut off the supply of water, gas or electricity to the affected system component or building. The other, but less desired, approach is to shut down the gas, water or electrical supply to the entire campus.

For these reasons, the school should develop detailed maps that indicate not only the main campus utility shut offs, but shut-offs for individual buildings as well as mechanical equipment such as heating, ventilation, and air conditioning units. These maps should be kept readily available in the school Crisis Response Box.

It is important to recognize that most schools within communities have natural gas piped in from the utility company's underground system. Rural schools, however, may use propane or butane, (also referred to as "bottled gas") which is supplied from a tank on the school campus. In general, there is no difference in emergency procedures for shutting off natural gas versus bottled gas, except that the main shut-off for the bottled gas is located on top of the tank, instead of at a natural gas valve or meter typically supplied through a pipe from the street.

The school Incident Commander and other key school personnel must know which type of system supplies the school and how to shut it off.

UTILITY LOSS OR DAMAGE

EMERGENCY PROCEDURES

Gas Leak - INDOOR:

Upon detecting gas odor, staff shall initiate EVACUATIONof the affected building.

If the fire alarm uses mechanical bells, versus a speaker system, avoid using the fire alarm as it may create an explosive spark.

DO NOT turn off lights or other electrical equipment which may cause a spark.

Leave doors open to provide ventilation of the building.

The school Incident Commander/designee will call 9-1-1:

Give school name and address.

Give location of gas leak – what building and what's leaking, if known.

Describe best UPWIND access point for emergency responders – driveway/gate.

Indicate that evacuation is underway and stay on the line to provide updates.

The school Incident Commander/designee will notify the natural gas company or bottled gas provider, describe the problem and request a response if appropriate.

The school Incident Commander will determine whether to evacuate other buildings.

Shelter in place may be most appropriate if leak is small and contained to other building, weather is inclement, etc.

If sheltering in place, SHUT DOWN HVAC systems to keep gas out of buildings!

The school Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down gas at main shut-off or building shut-off.

Do not reenter the building(s) until fire or utility officials say it is safe Gas Leak - OUTDOOR:

Upon detecting gas odor, staff shall initiate EVACUATIONof the immediate area

Move everyone UPWIND, at least 100', more if leak is major

Post staff to prevent entry to the area

Prevent vehicles, including school service carts, etc. from entering area

Notify the school office/school Incident Commander

The school Incident Commander/designee will call 9-1-1:

Give school name and address.

Give location of gas leak – what area of campus and what's leaking, if known.

Describe best UPWIND access point for emergency responders – driveway/gate.

Request 9-1-1 operator to call Gas Company (they have rapid access).

Stay on the line to provide updates.

The school Incident Commander will determine whether to evacuate buildings.
Shelter in place may be most appropriate way to protect, unless gas is filling
buildings. In that case get everyone moved out and well upwind of leak.
If sheltering in place, SHUT DOWN HVAC systems to keep gas out of buildings!
The school Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down gas at main shut-off or building shut-off.
Do not allow anyone to reenter the building(s) until fire or utility officials say it is safe!

UTILITY LOSS OR DAMAGE PROCEDURE - continued Electrical System Damage or Failure:
If problem is in, or on, a school building and there is smoke or threat of fire:
Evacuate the building(s).
Close, but do not lock doors.
Notify the school office/Incident Commander.
The school Incident Commander/designee will call 9-1-1:
Give school name and address.
Give location and nature of the electrical problem.
Describe best access point for emergency responders – driveway/gate. ? Indicate if evacuation is underway.
Request 9-1-1 operator to call Electric Company (they have rapid access).
Stay on the line to provide updates.
Incident Commander will determine need to evacuate buildings, if not already done.
Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down electrical at main shut-off or building shut-off.
Do not reenter the building(s) until fire or utility officials say it is safe.
If problem is outdoors, Incident Commander will direct staff to isolate the area and
stand watch until the power can be shut down.
If school's electrical system is involved, school will be responsible for shutting down power and calling an electrician.
If Utility Company line/equipment is involved, the Utility Company will effect shut-down and repair as needed.

Water/Sewer Line Break
If water leak is in attic or other area where weight or effect of water may cause ceiling or building to collapse, EVACUATE the building.
Notify the school office/school Incident Commander.
The school Incident Commander will activate the Utilities Group, or otherwise direct
staff to attempt to shut down water at main shut-off or building shut-off.
The school Incident Commander will assess situation and determine next step:
Whether to evacuate buildings, if not already done.
Need to remove water, and/or cover/remove contents to protect. ? Need to contact plumber, water removal specialists or others.
Do not allow anyone to reenter the building(s) until fire or utility officials say it is safe!
If problem is outdoors, Incident Commander will direct staff to isolate the area and
stand watch until the leak can be shut down.

Motor Vehicle Crash
Appropriate actions and response procedures are communicated to staff and individuals using the School Incident Command Organizational Chart and following the Safety Plan.

Regardless of the type of emergency that occurs, the initial response by staff and students will almost always include one or more of these four basic "INITIAL ACTIONS:"
1. Duck and Cover
2. Evacuate Building(s)
3. Shelter-In-Place
4. Lock-Down
When there is a sudden loud noise, or other indication that something bad is happening, instinctively the first reaction should be to "Duck and Cover." Then, once the situation becomes clearer, one of the other "Initial Actions" may be implemented.

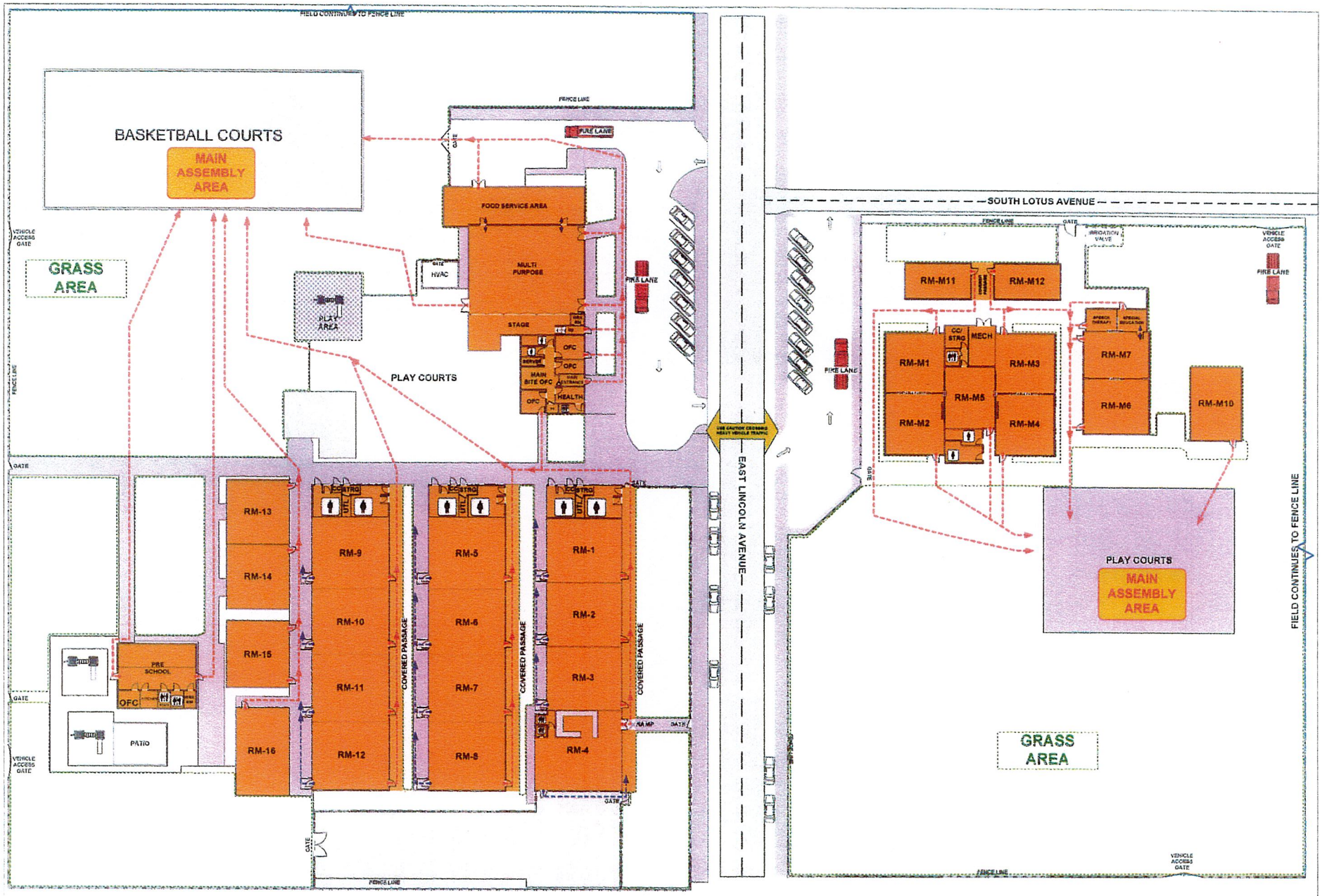
Although these four basic Initial Actions will suffice for the vast majority of campus emergencies, some emergencies may prompt the school Incident Commander to follow these with additional emergency procedures. Examples of other potential actions include the total evacuation of staff and students to an off-site location, or the release of students to parents. When it is necessary to implement these other actions, the school Incident Commander will provide direction in person or by other means as necessary. Recommended additional actions for some specific emergencies are included in Section V of this Crisis response Plan.
Detailed Duck and Cover, Evacuate, Shelter In Place and Lock Down procedures, and an Initial Actions Poster are located in all rooms – Initial Actions.

Psychological Trauma
In case of psychological trauma, the situation would be evaluated and assessment will be done to determine the appropriate steps would be followed The school psychologist would be involved any type of incident.

Suspected Contamination of Food or Water
The situation would be evaluated by maintenance and superintendent then the appropriate steps would follow according to the safety needs of the students.

Unlawful Demonstration or Walkout
The situation would be evaluated and then the appropriate steps would follow in order to keep all students safe.
Initial Action: Shelter in Place and/or Lock Down, Evacuation/Relocation as needed.

Emergency Evacuation Map



WASHINGTON COLONY SCHOOL	2007
EMERGENCY SITE MAP	WASHINGTON COLONY SCHOOL DISTRICT

CHEMICALS · FIRE HYDRANT · ALARM PANEL · MAIN ROUTE · ALTERNATE ROUTE · FIRE LANE
ELEVATOR · ELECTRICAL · GAS SHUT OFF · WATER SHUT OFF · REST ROOM

WCESD BOARD OF TRUSTEES ITEM NO. VI.A.5

DATE: February 13, 2018

SUBJECT TITLE: Adopt the Volunteer Board Resolution

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Adopt Resolution No. 17/18-08 *on the Matter of Volunteer Work.*

BACKGROUND

Persons who perform volunteer services without pay for the school district or county superintendent are not currently covered by Workers' Compensation insurance since they do not fall within the definition of "employee" as defined by California Labor Code, section 3351 and 3351.5, which governs eligibility for Workers' Compensation Insurance coverage, and are in fact specifically excluded from such designation by Labor Code section 3352, subdivision (i); and the state legislature has seen fit, by passing Labor Code section 3364.5, to provide that in certain circumstances where persons perform volunteer services for a school district or county superintendent, such persons may be deemed employees of the school district or county superintendent while performing such service in order to qualify for Workers' Compensation Insurance coverage, provided the governing body of the school district or county superintendent has adopted a resolution so declaring; and this school district or county superintendent desires to provide, as authorized by the Labor Code, Workers' Compensation Insurance coverage to persons who perform volunteer services without pay on its behalf.

CONSIDERATION

The OSS Executive Committee and FCSIG board has indicated the importance for district members having a board resolution to cover volunteers under the district's Workers' Compensation Program. An injured volunteer who is covered under a volunteer board resolution is limited to the California Workers' Compensation statutory benefits (medical, wage loss, permanent disability) instead of filing any additional liability claims.

Therefore, it is recommended to the Washington Colony Elementary School Board to adopt this Volunteer Board Resolution. The WCESD will be sending the copy of the adopted volunteer board resolution to the FCSIG board by Wednesday February 28th, 2018.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

BEFORE THE GOVERNING BOARD
OF WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
FRESNO COUNTY, CALIFORNIA

RESOLUTION 17/18 - 08

RESOLUTION DESIGNATING PERSONS PERFORMING VOLUNTEER SERVICES WITHOUT PAY FOR THE SCHOOL DISTRICT OR COUNTY SUPERINTENDENT AS EMPLOYEES FOR THE LIMITED PUSPOSE OF QUALIFYING FOR WORKERS' COMPENSATION INSURANCE COVERAGE UNDER CALIFORNIA LABOR CODE SECTIONS 3200, ET SEQ.

WHEREAS, persons who perform volunteer services without pay for the school district or county superintendent are not currently covered by Workers' Compensation insurance since they do not fall within the definition of "employee" as defined by California Labor Code, section 3351 and 3351.5, which governs eligibility for Workers' Compensation Insurance coverage, and are in fact specifically excluded from such designation by Labor Code section 3352, subdivision (i); and

WHEREAS, the state legislature has seen fit, by passing Labor Code section 3364.5, to provide that in certain circumstances where persons perform volunteer services for a school district or county superintendent, such persons may be deemed employees of the school district or county superintendent while performing such service in order to qualify for Workers' Compensation Insurance coverage, provided the governing body of the school district or county superintendent has adopted a resolution so declaring; and

WHEREAS, this school district or county superintendent desires to provide, as authorized by the Labor Code, Workers' Compensation Insurance coverage to persons who perform volunteer services without pay on its behalf;

NOW, THEREFORE, BE IT RESOLVED that the governing board of the school district or county superintendent of schools, under the Authority of California labor Code 3364.5 adopts and declares the following:

All persons who perform volunteer services without pay for the school district or county superintendent are, while performing such volunteer services, hereby designated "employees" of the school district or county superintendent for the limited purpose of qualifying for Workers' Compensation Insurance coverage under California Labor Code sections 3200, et seq.

BE IT FURTHER RESOLVED that "volunteer services without pay" is defined for purposes of this resolution as services performed by any person who receives no remuneration other than remuneration for meals, transportation, lodging, or reimbursement of any other incidental expenses associated with such volunteer services.

AND BE IT FURTHER RESOLED that the effective date of the Resolution shall be February 13, 2018.

PASSED AND ADOPTED this 13 day of February, 2018, by the following vote:

Ayes: _____ Signed: _____

Noes: _____ Board President, Gary Chavez

Absent: _____ Signed: _____

Board Clerk, Robert E. Dack

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.6
DATE: February 13, 2018

SUBJECT TITLE: NOMINATIONS FOR CSBA DELEGATE ASSEMBLY

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Consider completing the ballot and vote for the number of vacancies for CSBA Delegate Assembly within geographical subregion 10-B.

BACKGROUND

CSBA's Delegate Assembly is a vital link in the Association's governance structure. The Delegate Assembly sets the general policy direction for the Association. Working with local districts, county offices, the Board of directors and Executive Committee, Delegates ensure that the Association reflects the interests of school districts and county office of education throughout the state.

The Delegate Assembly is made up of approximately 270+ Delegates who are elected by local board members in 21 geographic regions throughout the state. Some geographic regions have been further divided into subregions.

Delegates serve one-year term beginning April 1, 2018 through March 31, 2019. They meet twice a year to conduct business, and may also meet with the other Delegates and the Director within their region. Furthermore, they participate in CSBA events and they maintain contact with local boards in their region.

CSBA's Region 10 includes the counties of Fresno, Kings, and Madera.

CONSIDERATION

Any CSBA member board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses by using the nomination form or submitting a letter of nomination. All nominees must submit a biographical sketch along with their nomination form; an optional one-page, one-sided resume may also be submitted, but cannot be substituted for the sketch. All nomination materials were postmarked no later than Sunday, January 7, 2018.

The Board will vote for the number of vacancies for CSBA Delegate Assembly within geographical subregion 10-B. (Red Ballot and List of current Delegates attached for your review)

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

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TIME SENSITIVE, REQUIRES BOARD ACTION

BALLOT DEADLINE: Thursday, March 15, 2018

January 29, 2018

TRANSMITTAL

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Executive Office

Re: Ballot for 2018 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Thursday, March 15, 2018

Enclosed in this mailing you will find the following:

- Memo from CSBA President Mike Walsh
- Info sheet for return envelope U.S. Postmark Deadline – Thursday, March 15, 2018
- Red ballot to be signed by Superintendent or Board Clerk
- List of the current Delegates in your region (reverse side of ballot)
- Copy on white paper of the red ballot and list of current Delegates (on reverse side) for insertion in board packets
- Copy of each candidate's biographical sketch and optional résumé, if provided

Please do not hesitate to contact the Executive Office at (800) 371-4691 if you have any questions.

Thank you.

Enclosures

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TIME SENSITIVE, REQUIRES BOARD ACTION

BALLOT DEADLINE: Thursday, March 15, 2018

January 29, 2018

MEMORANDUM

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Mike Walsh, President

Re: Ballot for 2018 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Thursday, March 15, 2018

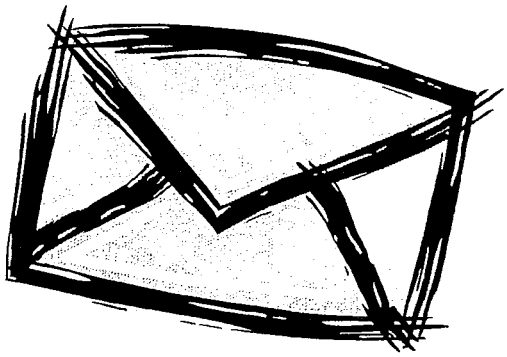
Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, a résumé. In addition, provided is a watermarked "copy" of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the completed ballot on red paper is to be returned.**

The board, as a whole, may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). **Ballots must be postmarked by the U.S. Post Office on or before Thursday, March 15, 2018.** ***No exceptions are allowed.***

Election results will be available no later than Friday, April 1. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2018 – March 31, 2020. The next meeting of the Delegate Assembly is on Saturday, May 19 – Sunday, May 20 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA's website no later than Friday, April 1. Please do not hesitate to contact our Executive Office at (800) 371-4691, should you have any questions. Thank you.



- BALLOTS SHOULD BE RETURNED IN THE ENVELOPE PROVIDED BY CSBA
- IF THE ENCLOSED ENVELOPE IS MISPLACED, PLEASE USE YOUR STATIONERY
- ON THE BOTTOM LEFT CORNER OF THE ENVELOPE, WRITE IN THE REGION OR SUBREGION NUMBER (THIS NUMBER APPEARS ON THE TOP OF THE BALLOT)

RETURN TO:

CSBA
DELEGATE ASSEMBLY ELECTIONS
3251 BEACON BLVD.
WEST SACRAMENTO, CA 95691

REQUIRES BOARD ACTION

This completed **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the U.S. post office no later than **THURSDAY, MARCH 15, 2018**. Only ONE Ballot per Board. Be sure to mark your vote "✕" in the box.

A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2018 DELEGATE ASSEMBLY BALLOT
SUBREGION 10-B
(Fresno County)

Number of vacancies: 4 (Vote for no more than 4 candidates)

Delegates will serve two-year terms beginning April 1, 2018 – March 31, 2020

**denotes incumbent*

- ☐ Connie Brooks (Kings Canyon Joint USD)*
- ☐ Darrell Carter (Washington USD)*
- ☐ Gilbert F. Coelho (Firebaugh-Las Deltas USD)*
- ☐ Norman Saude (Sierra USD)*

SAMPLE

_____ _____
Provision for Write-in Candidate Name *School District*

_____ _____
Signature of Superintendent or Board Clerk *Title*

_____ _____
School District *Date of Board Action*

See reverse side for a current list of all Delegates in your Region.

REGION 10 – 15 Delegates (11 elected/4 appointed◈)

Director: Susan Markarian (Pacific Union ESD)

Below is a list of all the current Delegates with expired terms from this Region.

Subregion10-A (Madera, Mariposa)
Barbara Bigelow (Chawanakee USD), term expires 2019

Subregion10-B (Fresno)
Daniel Babshoff (Kerman USD), term expires 2019
Connie Brooks (Kings Canyon Joint USD), term expires 2018
Darrell Carter (Washington USD), term expires 2018
Gilbert Coelho (Firebaugh-Las Deltas USD), term expires 2018
Valerie Davis (Fresno USD)◈, appointed term expires 2019
Brian Heryford (Clovis USD)◈, appointed term expires 2019
William (Bill) Johnson (Clay ESD), term expires 2019
Marcy Masumoto (Sanger USD), term expires 2019
Carol Mills (Fresno USD)◈, appointed term expires 2018
Elizabeth (Betsy) Sandoval (Clovis USD)◈, appointed term expires 2018
Norman Saude (Sierra USD), term expires 2018
Kathy Spate (Caruthers USD), term expires 2019

Subregion10-C (Kings)
Karen Frey (Corcoran Joint USD), term expires 2018

County Delegate:
Sara Wilkins (Madera COE), term expires 2018

Counties

Madera, Mariposa (Subregion A)
Fresno (Subregion B)
Kings (Subregion C)

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2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Connie L. Brooks *Date:* 1-4-18

Name: Connie L. Brooks CSBA Region-subregion #: 10

District or COE: Kings Canyon Unified School District Years on board: 3 yrs.

Profession: retired R.N. Contact Number: (please √ ☒ Cell ☐ Home ☐ Bus.) 559-859-1813

*Primary E-mail: brooks-c@kcusd.com

(**Communications from CSBA will be sent to primary email)*

Are you a continuing Delegate? ☑ Yes ☐ No If yes, how long have you served as a Delegate? 9 mos

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. I enjoyed being a delegate at the last convention in San Diego 2017. It was exciting to be able to contribute to the diverse opinions & ideas of the assembly. It is great to be on the cutting edge of information regarding education in California. I have been on several boards and understand what is involved. I'm also a mother of 3 & grandmother of 4, so I have a vested interest.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I was very involved when my children were in school, ie., PTC President, Site Council etc. I was a hospital nurse for 25 yrs. I have been on our local School Board for 3 yrs and a Delegate for 9 mos. I'm involved in a women's organization that brings speakers to our area. I'm also on the GOP Central Committee for Fresno County.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge facing boards are the National & State mandates placed upon us. We need to do what's best for our students. When these mandates are not good for them, we need to speak up & CSBA is a large group with a loud voice. There has been a large turnover of Supts in our area. Our district has avoided that by promoting from within. I think

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2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____ *Date:* _____

Name: Darrell Carter

CSBA Region-subregion #: 10-B

District or COE: Washington Unified School District

Years on board: 3

Profession: Senior Pastor/Exec Dir Contact Number: (please √ ☐ Cell ☐ Home ☐ Bus.) 559-301-1808

*Primary E-mail: dc2@prodigy.net

(**Communications from CSBA will be sent to primary email)*

Are you a continuing Delegate? ☑ Yes ☐ No If yes, how long have you served as a Delegate? 2 years

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I feel compelled to serve the students and community in which I reside. I have served the past two years as a Delegate after being nominated by the Washington Unified SD Board of Trustees. I previously served as a Delegate during my tenure as a Board Member for the West Fresno Elementary School District. I have a Bachelors Degree in Theology and a Masters in Human Services with an Executive Leadership prominance. For the past three years, I have served as the Senior Pastor of 24/7 Miracle Center; in addition, I have served 19 years as an Administrative Assistant to Mt. Zion Assemblies, and I am the Executive Director for United Front Ministries. I have completed the Masters in Governance program and have attended numerous CSBA trainings and events. The primary reason I am interested in serving as a CSBA Delegate is that I believe I bring a wealth of real life experiences to the table and consider this as a continuing opportunity to make a difference for all students throughout the state of California. I want to see quality, effective educational opportunities for children of all races and economic position.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have participated in the Legislative Day at the State Capitol and visited, along with former counterparts, many legislators to discuss CSBA's position on many of the pertinent issues related to education in California. I am and have been involved in various community based organizations that deal with many social difficulties that are characteristic in low socio-economic communities such as West Fresno. Among the organizations I am involved with are West Fresno Health Care Coalition, United One, Mary Ella Brown Community Center, Salvation Army, Southwest Police precinct, various food distribution programs, and the Bring Broken Neighborhoods Back to Life initiative. I believe in being an advocate for students and those in our communities who nbeed help the most.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

One of the biggest challenges facing governing boards is understanding the fiduciary responsibilities of the school district; what can and cant be done with funding the school receives. CSBA can assist in this by developing guidelines for board members to follow in understanding the complex school accounting system. Additionally, I would like to see CSBA implement even more policies and guidelines for board member protocol, including it's obligation to the superintendent and staff of the district. I have had more than one occasion when board members were not receptive to input from school staff, many times simply because they did not understand the rationale involved.

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APPOINTED Delegate Assembly Biographical Sketch Form

Due: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax: (916) 371-3407 | or email: lgosselin@csba.org

Please complete, sign and date this required one-page biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and please do not re-type this form. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to serve as an appointed CSBA Delegate.

Signature: Gilbert F Coelho *Date:* December 14, 2017

Name: Gilbert F. Coelho CSBA Region-subregion #: 10-b

District: Firebaugh-Las Deltas Unified School District Years on board: 33

Profession: Retiree Contact Number: (please √ ☐Cell ☐Home ☐Bus.) (559) 779-0275

Primary E-mail*: gcoelho@fldusd.org

*(*Communications from CSBA will be sent to primary email)*

Are you a continuing Delegate? ■ Yes ☐ No If yes, how long have you served as a Delegate? 16

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

My involvement in CSBA has been in the local and county level. I have served on the CSBA Small Schools Committee. I have served as an executive board member for the Fresno county Trustees Association for many years. I attend the CSBA meetings and conferences, read and research CSBA issues. I have served as a CSBA delegate at the regional level since May 1, 2002 and am genuinely interested in continuing my erivce in providing a quality education for all students.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served on the local Board of Trustees since 1983 with a 1-1/2 year break. I have served a total of 33 years on the local school board. The district has grown over 40% since my first year and I have been instrumental in the development in moving our district forward. Due to significant increased growth, we have provided many more classrooms, remodeled libary media facilities, built a large multi-purpose building on our middle school campus and equipped two weight rooms to condition our athletes for competitive sports. We have numerous state and federal programs for our studens. I am committed to increasing high standards for all students and improving teacher practices. In the past few years, we have experienced significant declining enrollment due to economic conditions in our rural agricultural community. We faced those challenging circumstances and made hard decisions with the district's budget, keeping in mind what was best for our students.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

I am involved in all school related activities involving students, parents and community. I have served as president of the local Lions Club, the Firebaugh Service Club, and have served on the St. Joseph Church Finance Council. I am currently a member and past-president of the Firebaugh Rotary Club and member of St. Joseph Catholic Church. I volunteer to assist in community affairs such as the Community Harvest Festival and the annual Christmas Dinner. I have also served on the City/School Community Recreation Commission which oversees the communities youth activities. We established a coalition of three neighboring unified school districts with our West Hills College to provide job training for both our high school students and young adults of our rural Westside. Local jobs require skills specific to the agricultural and state correctional facilities which will provide more employment opportunities in our communities.

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2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Norman Saude *Date:* January 4, 2018

Name: Norman Saude CSBA Region-subregion #: 10B

District or COE: Sierra Unified School District Years on board: 21

Profession: General Contractor Contact Number: (please √) ☒ Cell ☐ Home ☐ Bus.) 559-281-6372

*Primary E-mail: normansaude@gmail.com

(**Communications from CSBA will be sent to primary email)*

Are you a continuing Delegate? ☒ Yes ☐ No If yes, how long have you served as a Delegate? 16 years

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

To be effective Board Members, a strong governance team is essential to accomplishing district goals for student achievement. The Delegate Assembly sets CSBA policy to help districts, COE's, and the Board of Directors meet their goals. I have participated in this process for many years and because of CSBA training, have contributed my philosophies for a stronger public school system. I would consider it an honor to be re-elected to this important position.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have had the privilege of serving as:

Sierra Unified Board President for 3 terms
County Trustee President for 2 years
Govermental Relations Chair for 4 years
Local ROP & CTE Advisor
Senior Project Mentor
and
CSBA Annual Conference Chair for 2016.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

As always, adequate funding is important to educate our children. CSBA, through it's continuing efforts at the state legislative level, will always be at the forefront of this effort. I believe the next big challenge will be an attack of the public school system in the form of charters and vouchers. Also, teacher shortages will continue to hinder adequate staffing. CSBA will continue to be that necessary conduit of student best interests and open dialog for the stakeholders in the ongoing effort to place student achievement as our #1 priority.

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.1
DATE: February 13, 2018

SUBJECT TITLE: Adoption of Budget Disclosure

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Consider Adoption of the Budget Disclosure for the 2017 – 2018 and 2018 - 2019 school years.

BACKGROUND:

The Board and its bargaining team have negotiated in good faith with the exclusive certificated employee representatives, classified management representative, classified employees representative and Preschool employees representative on salaries, salary schedules, and benefits and have carefully considered how the proposed CBA provisions affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

CONSIDERATION:

Before entering into a written agreement covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years must be disclosed.

Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

As our signatures on the Disclosure of Collective Bargaining Agreement attest, both, Maria Rodriguez (CBO) and I certify that the District can meet the costs incurred under the proposed Collective Bargaining Agreement, Classified Management Employees Agreement, Classified Employees Agreement and Preschool Management/Classified Employees agreement.

FISCAL IMPACT:

See ***Budget Disclosure Attached***

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.2
DATE: February 13, 2018

SUBJECT TITLE: Adoption of Tentative Agreement

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Adopt the Tentative Agreement between Washington Colony Elementary School District and the Washington Colony Teachers Association.

BACKGROUND:

The Board and its bargaining team have negotiated in good faith with the exclusive certificated employee representatives on salaries, salary schedules, and benefits and have carefully considered how the proposed CBA provisions affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The final terms of the agreement have been ratified on Monday January 29, 2018 by the membership of the Washington Colony Teachers Association and is now presented to the Board for acceptance.

CONSIDERATION:

Before entering into a written agreement covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years must be disclosed.

Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

As our signatures on the Disclosure of Collective Bargaining Agreement attest, both, Maria Rodriguez (CBO) and I certify that the District can meet the costs incurred under the proposed Collective Bargaining Agreement.

FISCAL IMPACT:

See ***Disclosure of Collective Bargaining Agreement***.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

TENTATIVE AGREEMENT
Between The
WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
And the
WASHINGTON COLONY TEACHERS ASSOCIATION
January 19, 2018

The Washington Colony Elementary School District ("District") and the Washington Colony Teachers Association ("WCTA" or "Association") hereby enter into the following Tentative Agreement in full and final settlement of the parties' negotiations for the 2017-2018 and 2018-2019 school years.

ARTICLE VI: COMPENSATION AND HEALTH/WELFARE BENEFITS

See revised Appendices A, C and D below.

ARTICLE VIII: HOURS

Add new section 8.9 AND 8.10 as follows:

8.9 ***The time on Mondays from 2:30 pm to 3:45 pm shall be used for District purposes such as professional development and collaboration. At least one Monday per month shall be for the purposes of teacher collaboration (cross grade level or with grade level partners) and Professional Learning Communities. The other Mondays shall be utilized at the District's discretion but are primarily for the purposes of professional development.***

8.10 ***With respect to the time allotted for teachers to engaging Professional Learning Communities pursuant to Section 8.9 above, the District and Association agree to the following parameters once teachers are released to convene their PLCs:***

1) ***Each PLC shall fill out the PLC meeting agenda (attached as Appendix E;***

2) ***Members of the PLC shall have up to 40 minutes at the beginning of the PLC to grade assessments as per the PLC agenda from the prior week;***

3) ***PLC members can decide where to hold the PLC and shall notify administration of the location;***

4) ***Administration has the right to attend and participate in any PLCs;***

5) ***Each PLC shall determine which core content area is to be the focus of the PLC meeting;***

6) ***If a PLC completes all tasks from the PLC meeting agenda, the remainder of the PLC shall be for purposes of collaboration. This collaboration time shall not be for tasks that should be accomplished during the individual preparation time (i.e., copying, classroom setup, individual grading, planning extra-curricular events, etc.)***

Balance of Article 8 status quo.

ARTICLE XII: LEAVES

Revise Section 12.9 and 12. 10 as follows:

12.9 For purposes of this provision personal necessity shall be limited to: (a) death or serious illness of a member of the unit member's immediate family; (b) an accident which is unforeseen involving the unit member's person or property, or the person or property of a unit member's immediate family; (c) other reasons as preapproved by the Superintendent ***and (d) one (1) day of personal necessity leave for a reason that is private and/or personal. A unit member requesting leave under subsection (d) must make the request seventy-two (72) hours in advance of the scheduled absence and no more than two unit members may utilize personal necessity leave for a private/personal reason on the same day.*** Under no circumstances shall leave be available for purposes of personal convenience or for the extension of a holiday or vacation period, for matters which can be taken care of outside the work hours, or for recreational activities.

12.10 Before utilization of personal necessity leave, a unit member must obtain prior written approval from the appropriate management person, except for cases of "a," ~~and~~ "b" ***and "(d)"*** in section 12.9 above. Should the circumstances outlined in "a" or "b" arise, the employee shall make every effort to comply with District procedures to enable the District to secure a substitute.

Retitle and revise Section 12, Leave without Pay for Child-Bearing Preparation and Child Rearing as follows:

Parental Bonding Leave and Unpaid Leave for Child-Bearing Preparation and Child Rearing

12.25 Parental Bonding Leave

Effective January 1, 2017, to be entitled to up to 12 workweeks of parental bonding leave under this section, unit members must be eligible for child bonding leave under the California Family Rights Act (CFRA) to the extent that he or she must have been employed by the District for at least 12 months, but need not have worked 1,250 hours in the 12 months prior to commencing the leave. Paid leave used under this section shall run concurrently with unpaid CFRA child bonding or child rearing leave and with Family Care Leave.

12.25.1 For purposes of this section, "parental bonding" leave means child bonding or child care leave taken within the first 12 months following the birth of a child of the unit member or the placement of a child in the unit member's household for adoption or foster care.

12.25.2 Pursuant to Education Code section 44977.5, when an eligible unit member who has exhausted all paid sick leave, including accumulated sick leave, continues to be absent for purposes of parental bonding under the California Family Rights Act (CFRA; Government Code section 12945.2) he or she may use up to 12 workweeks of the leave set forth in Section 12.2 concurrently with the unpaid CFRA leave entitlement and Family Care Leave. Such Leave shall be paid as set forth in Section 12.2

12.25.3 For purposes of this paid parental bonding leave only, all sick leave and accumulated sick leave per 12.1 and 12.3, shall be used and exhausted before the leave provided in Section 12.2 may be utilized. The 12 workweeks shall be reduced by any sick leave, including accumulated sick leave, taken during a period of parental bonding pursuant to CFRA (Governmental Code Section 12945.2).

12.25.4 A unit member shall not be provided more than one 12 workweek period of paid absence for parental bonding leave in any 12-month period. However, if a school year terminates before the 12-week period is exhausted; the employee may take the balance of the 12-week period in the subsequent school year.

12.25.5 Leave taken pursuant to this section shall be in addition to leave taken by a unit member pursuant to Section 12.13-12.15 above for disabilities caused or contributed to by pregnancy, childbirth or related medical condition.

12.25.6 If both parents work for the District, the maximum combined leave available to the parents for parental bonding is 12 workweeks.

12.25.7 Any parental bonding leave must be requested in writing to the Superintendent a minimum of 30 days prior to the date the leave is proposed to commence.

12.26 Unpaid Leave for Child-Bearing Preparation and Child Rearing

12.26.1 ***In addition to the Parental Bonding Leave above, the District has the discretion to grant leave*** without pay or other benefits ~~may, at the discretion of the District, be granted~~ to a teacher for preparation for child bearing and for child rearing of natural or adopted children.

12.26.2 The teacher shall request such leave as soon as practicable, but under no circumstances less than thirty (30) work days prior to the date on which the teacher desires the leave to begin. Such request shall be in writing and shall include a statement as to the dates the employee wishes to begin and end the leave without pay.

12.26.3 The determination as to the date on which the leave may begin and the duration of such leave shall be made at the discretion of the Board of Trustees when considering the potential scheduling and replacement problems of the District.

12.26.4 The duration of such leave shall consist of no more than twelve (12) consecutive months and shall automatically terminate on June 30th in the school year in which such leave is granted. An extension of leave may be granted, not to exceed an additional twelve (12) months.

12.26.4 The teacher is not entitled to the use of any accrued sick leave or other paid leave while such employee is on child-bearing preparation leave or leave for child rearing.

12.26.5 There shall not be a diminution of employment status for child bearing or child rearing except that no person shall be entitled to compensation, increment or the accrual of seniority for layoff or reduction in force purposes. In addition, time spent on child rearing leave shall not count toward the employee's acquisition of permanent status.

12.26.6 A teacher on this leave has the option of remaining covered under the district's health benefit coverage, by prepaying to the District each month the full premium cost.

12.26.7 A teacher on this leave shall be entitled to return to a certificated position in the District.

ARTICLE XX: TERM

20.1 This Agreement shall remain in full force and effect up to and including June 30, 2019.

20.2 The parties agree that there shall be no further reopener negotiations through the term of this Agreement.

20.2 Unless the parties agree otherwise, the Association shall submit its successor contract proposal by May 15, 2019 and thereafter, the District will initiate the statutory sunshine procedures.

APPENDIX A – SALARY

Salary

Effective July 1, 2017, "Appendix A, the Basic Certificated Salary Schedule for the 2016-2017 School Year 185 Duty Days," shall be increased by 3.5% and shall be renamed as "Appendix A: Basic Certificated Salary Schedule for the 2017-2018 School Year 185 Duty Days."

Effective July 1, 2018, Appendix A, the Basic Certificated Salary Schedule for the 2017-2018 School Year 185 Duty Days, shall be increased by 3.5% and renamed as "Appendix A: Basic Certificated Salary Schedule for the 2018-2019 School Year 185 Duty Days."

For the 2018-2019 school year only, each full-time bargaining unit member shall receive a one-time, lump sum signing/retention incentive of $1000.00 and each part-time unit member shall receive a pro-rated portion of the incentive payment. This one-time lump sum incentive payment shall not constitute creditable service or creditable compensation for purposes of CalSTRS; but, shall be subject to all applicable payroll deductions and paid in conjunction with the September 30 pay warrant.

Balance of Appendix "A" Status Quo

APPENDIX B – SALARY SCHEDULE PROVISIONS

Appendix B Shall Remain Status Quo

APPENDIX C – HEALTH AND WELFARE BENEFITS

The District maintains the right to select the carrier for all medical, dental and vision programs, provided there is not a reduction in coverage.

Each eligible member of the unit shall be provided with basic health and welfare benefit package. The basic health and welfare package shall include medical (employee plus dependents), dental (employee plus dependents), vision (employee plus dependents), and a $15,000 term life insurance policy (employee only). The District's maximum employer contribution toward health and welfare benefits ***effective July 1, 2017,*** shall be ***Thirteen Thousand Seven Hundred and Fifty Dollars and No Cents***

($13,750) ~~annually. which is the Central Valley Trust Blue Cross Plan 6 with Pharmacy Plan A rate for the school year.~~

The dollar amount stated above ***of $13,750*** shall constitute an exact dollar cap for employer contributions for health and welfare benefits ***in 2017-2018.*** Those unit members who enroll in a more expensive plan shall be subject to monthly payroll deductions to cover the difference between the ***dollar cap*** and the more expensive plan.

The District's maximum employer contribution toward health and welfare benefits as described above and effective as of July 1, 2018 shall be Fourteen Thousand Dollars and No Cents ($14,000).

The dollar amount stated above of $14,000 shall constitute an exact dollar cap for employer contributions for health and welfare benefits in 2018-2019 and until negotiated otherwise. Those unit members who enroll in a more expensive plan shall be subject to monthly payroll deductions to cover the difference between the dollar cap and the more expensive plan.

Balance of Appendix C shall remain status quo except that all dollar amounts shall be updated for 2017-2018 and 2018-2019 consistent with the above increases in the District's maximum annual employer contribution.

APPENDIX D – EXTRA PAY FOR EXTRA DUTY

Appendix D shall be revised as follows:

I. Extra pay for extra duty shall be granted for only those activities approved by the Board of Trustees and/or District Superintendent.

II. With the Superintendent's pre-approval, the rate of pay for teaching summer school and for before or after school academic tutoring shall be $35.00 per hour rate of pay.

III. The designated compensation will be dependent upon satisfactory completion of responsibilities related to the activity. Final determination of this will be made by the Superintendent.

IV. Coaching athletic teams in soccer, volleyball, basketball, baseball/softball, wrestling, cross-country and track shall be compensated as follows:

A. Unit members serving as coaches or directors for activities, tournaments or track meets scheduled on a non-school day shall be paid at the rate of ***$150.00*** ~~$75.00~~ per day (***$75.00*** ~~$37.50~~ for one-half day).

B. Unit members serving as coaches shall be compensated as follows:

Athletic Director (1)	***$1500***	~~$1,000.00~~
Boys'/Girls' Soccer (2)	***$ 600***	~~$400.00~~
Boys'/Girls' Volleyball (2)	***$ 600***	~~$400.00~~
Boys'/Girls' Basketball (4)	***$ 600***	~~$400.00~~
Boys' Baseball/Girls' Softball (2)	***$ 600***	~~$400.00~~
Track (1)	***$ 450***	~~$300.00~~
Track, Assistant (1)	***$ 300***	~~$200.00~~
Cross-Country (1)	***$ 300***	~~$200.00~~
~~Wrestling (1)~~		~~$100.00~~

C. Unit members serving as advisors shall be compensated as follows:

Student Activities Director (1)	***$750***	~~$500.00~~
School Yearbook (1)	***$450***	~~$300.00~~
Spelling Bee (1)	***$375***	~~$250.00~~
Math Field Day (1)	***$600***	~~$150.00~~
Maypole Dance Advisor (1)	***$600***	~~$400.00~~
Maypole Dance Assistant (1)	***$375***	~~$250.00~~
May Day Folk Dance Advisor	***$375***	~~$250.00~~
Rocket Club	***$600***	~~$400.00~~
Reading Club (1)	***$600***	

1. Time devoted to advising students shall not substantially detract from the advisor's regularly assigned teaching position.
2. Advising time or time meeting and working with advisees shall not normally take place during the advisor's regular student contact time.
3. When positions are shared, a prearranged agreement shall be completed and signed on the division of compensation.

D. Unit members who are selected by the District to serve as induction coaches shall be compensated at an annual rate of $1000.00 per inductee, not to exceed two inductees per year.

Except as stated above, all terms and conditions as set forth in the 2016-2019 Collective Bargaining Agreement shall remain status quo.

FOR WASHINGTON COLONY TEACHERS ASSOCIATION

Dated: JAN. 19, 2018

Brad Showalter, Head Negotiator

FOR THE WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Dated: Jan. 19, 2018

Jesus Cruz, Superintendent

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
BASIC CERTIFICATED SALARY SCHEDULE
2017-2018 SCHOOL YEAR
185 Duty Days

3.5% INCREASE TO CURRENT SALARY SCHEDULE

	BA	BA + 30	BA + 45	BA + 60	BA + 75	
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	STEP
1	$ 41,659	$ 43,610	$ 45,429	$ 47,417	$ 49,078	1
2	-	$ 44,632	$ 46,679	$ 48,980	$ 50,695	2
3	-	$ 45,654	$ 47,929	$ 50,543	$ 52,313	3
4	-	$ 46,676	$ 49,178	$ 52,106	$ 53,931	4
5	-	$ 47,699	$ 50,428	$ 53,669	$ 55,547	5
6	-	$ 48,721	$ 51,679	$ 55,232	$ 57,165	6
7	-	$ 49,743	$ 52,928	$ 56,795	$ 58,783	7
8	-	$ 50,766	$ 54,178	$ 58,358	$ 60,401	8
9	-	$ 51,788	$ 55,427	$ 59,921	$ 62,018	9
10	-	$ 52,824	$ 56,678	$ 61,484	$ 63,636	10
11	-	-	$ 57,928	$ 63,047	$ 65,254	11
12	-	-	$ 59,177	$ 64,610	$ 66,870	12
13	-	-	$ 60,427	$ 66,173	$ 68,488	13
14	-	-	$ 61,677	$ 67,736	$ 70,106	14
15	-	-	$ 62,910	$ 69,089	$ 71,508	15
16	-	-	-	$ 72,371	$ 74,905	16
20	-	-	-	$ 73,753	$ 76,334	20
25				$ 75,135	$ 77,765	25

Masters	$ 1,128.00
Second Credential	$394.00
BCLAD	$567.00
Split/Multi-Age Class	$1,553.00

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
BASIC CERTIFICATED SALARY SCHEDULE
2018-2019 SCHOOL YEAR
185 Duty Days

3.5% INCREASE TO 17-18 REVISED SALARY SCHEDULE

	BA	BA + 30	BA + 45	BA + 60	BA + 75	
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	STEP
1	$ 43,117	$ 45,136	$ 47,019	$ 49,077	$ 50,796	1
2	-	$ 46,194	$ 48,313	$ 50,694	$ 52,469	2
3	-	$ 47,252	$ 49,607	$ 52,312	$ 54,144	3
4	-	$ 48,310	$ 50,899	$ 53,930	$ 55,819	4
5	-	$ 49,368	$ 52,193	$ 55,547	$ 57,491	5
6	-	$ 50,426	$ 53,488	$ 57,165	$ 59,166	6
7	-	$ 51,484	$ 54,780	$ 58,783	$ 60,840	7
8	-	$ 52,543	$ 56,074	$ 60,401	$ 62,515	8
9	-	$ 53,601	$ 57,367	$ 62,018	$ 64,189	9
10	-	$ 54,673	$ 58,662	$ 63,636	$ 65,863	10
11	-	-	$ 59,955	$ 65,254	$ 67,538	11
12	-	-	$ 61,248	$ 66,871	$ 69,210	12
13	-	-	$ 62,542	$ 68,489	$ 70,885	13
14	-	-	$ 63,836	$ 70,107	$ 72,560	14
15	-	-	$ 65,112	$ 71,507	$ 74,011	15
16	-	-	-	$ 74,904	$ 77,527	16
20	-	-	-	$ 76,334	$ 79,006	20
25				$ 77,765	$ 80,487	25

Masters	$ 1,167.00
Second Credential	$408.00
BCLAD	$587.00
Split/Multi-Age Class	$1,607.00

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
BASIC CERTIFICATED SALARY SCHEDULE
2017-2018 SCHOOL YEAR
REVISED 2-13-2018
185 Duty Days

	BA	BA + 30	BA + 45	BA + 60	BA + 75	
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	STEP
1	$ 41,659	$ 43,610	$ 45,429	$ 47,417	$ 49,078	1
2	-	$ 44,632	$ 46,679	$ 48,980	$ 50,695	2
3	-	$ 45,654	$ 47,929	$ 50,543	$ 52,313	3
4	-	$ 46,676	$ 49,178	$ 52,106	$ 53,931	4
5	-	$ 47,699	$ 50,428	$ 53,669	$ 55,547	5
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8	-	$ 50,766	$ 54,178	$ 58,358	$ 60,401	8
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10	-	$ 52,824	$ 56,678	$ 61,484	$ 63,636	10
11	-	-	$ 57,928	$ 63,047	$ 65,254	11
12	-	-	$ 59,177	$ 64,610	$ 66,870	12
13	-	-	$ 60,427	$ 66,173	$ 68,488	13
14	-	-	$ 61,677	$ 67,736	$ 70,106	14
15	-	-	$ 62,910	$ 69,089	$ 71,508	15
16	-	-	-	$ 72,371	$ 74,905	16
20	-	-	-	$ 73,753	$ 76,334	20
25				$ 75,135	$ 77,765	25

Masters	$ 1,128.00
Second Credential	$394.00
BCLAD	$567.00
Split/Multi-Age Class	$1,553.00

BOARD APPROVAL DATE: 2-13-2018

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
BASIC CERTIFICATED SALARY SCHEDULE
2018-2019 SCHOOL YEAR
REVISED 2-13-2018
185 Duty Days

	BA	BA + 30	BA + 45	BA + 60	BA + 75	
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	STEP
1	$ 43,117	$ 45,136	$ 47,019	$ 49,077	$ 50,796	1
2	-	$ 46,194	$ 48,313	$ 50,694	$ 52,469	2
3	-	$ 47,252	$ 49,607	$ 52,312	$ 54,144	3
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9	-	$ 53,601	$ 57,367	$ 62,018	$ 64,189	9
10	-	$ 54,673	$ 58,662	$ 63,636	$ 65,863	10
11	-	-	$ 59,955	$ 65,254	$ 67,538	11
12	-	-	$ 61,248	$ 66,871	$ 69,210	12
13	-	-	$ 62,542	$ 68,489	$ 70,885	13
14	-	-	$ 63,836	$ 70,107	$ 72,560	14
15	-	-	$ 65,112	$ 71,507	$ 74,011	15
16	-	-	-	$ 74,904	$ 77,527	16
20	-	-	-	$ 76,334	$ 79,006	20
25				$ 77,765	$ 80,487	25

Masters	$ 1,167.00
Second Credential	$408.00
BCLAD	$587.00
Split/Multi-Age Class	$1,607.00

BOARD APPROVAL DATE: 2/13/2018

PLC Planner and Feedback Notes
2017-2018

September	October	November	December	January
February	March	April	May	June

PLC Expectations	Team Norms

Month _____	
Week of_____ Monday Plan	Needs from Admin Team
Targets from last week	
Data/student work based on targets	
Reteaching/Intervention & extension planning	
Plan/target for next week	
Create Formative checks/end of unit	

Week of_____	
Monday Plan Targets from last week	Evidence of Learning
Data/student work based on target	
Reteaching/Intervention & extension planning	
Plan/target for next week	
Create Formative checks/end of unit	
Plan_____, Unit Planning Bring:	
Outcome Plan for _____ Vision	
Next Steps	
What we need help with	

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.3
DATE: February 13, 2018

SUBJECT TITLE: Adoption of Salary Increase Agreement (Classified Management)

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Consider adoption of the Classified Management Salary Increase Agreement between WCESD and the Washington Colony Classified Management Employees for the 2017 – 2018 and 2018 – 2019 school years.

BACKGROUND:

The Board and its bargaining team have negotiated in good faith with the exclusive classified management employee representative on salaries, salary schedules, and benefits and have carefully considered how the proposed provisions affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The final terms of the agreement have been ratified by the membership of the Washington Colony Classified Management Employees and is now presented to the Board for acceptance.

CONSIDERATION:

Before entering into a written agreement covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years must be disclosed.

Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

FISCAL IMPACT:

See attached ***WASHINGTON COLONY SCHOOL CLASSIFIED MANAGEMENT EMPLOYEES SALARY SCHEDULES*** **2017- 2018 and 2018 – 2019.**

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

AGREEMENT for Classified Management Employees

February 9, 2018

Time: 9:25AM

1. The District to provide the equivalent of a three and a half percent (3.5%) increase to the base wage amounts on the Classified Management Salary Schedule for the 2017-2018 school year and a three and a half percent (3.5%) to the base wage amounts on the Classified Management Salary Schedule for the 2018 -2019 school year and to maintain the longevity bonuses status quo for 2017-18 and 2018-19 school years. The district has determined how the "total amount" will be applied to the wage amounts, health and welfare benefits, or a combination of both.

    a. For the 2018-19 school year only, each full-time classified management employee shall receive a one-time, lump sum signing/retention incentive of One Thousand Dollars ($1000.00) and each part-time classified management member shall receive a pro-rated portion of the incentive payment. This one-time lump sum incentive payment shall be subject to all applicable payroll deductions and paid in conjunction with the September 30 pay warrant.

2. The District's maximum employer contribution toward health and welfare benefits for Full-time classified management employees for the 2017 – 2018 school year is to be increased by $750 resulting in a total of Fourteen Thousand Three Hundred-Fifty Dollars and 00/100 ($14,350.00) and for the 2018-2019 school year the health and welfare benefits for Full-time classified management employees is to be increased by $250 resulting in a total of Fourteen Thousand Six Hundred and 00/100 ($14,600.00).

3. Should the District agree to a salary increase with the Certificated Employee Bargaining Unit greater than what is currently proposed, the higher amount would be applied to the Classified Management Employee agreement automatically (per the assumed "me too clause" that has historically existed in the District).

(Attached sample salary schedules with percentages applied for reference)

Jesus M. Cruz

Jesus Cruz,

Superintendent, Washington Colony Elementary School

Jeff Dronyk

Classified Management Employee, Washington Colony Elementary School

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
2017-18 Classified Management and Supervisory Employees
REVISED 2-13-2018 Salary Schedule (12-Month Employees)

Description	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Management Employees					
Director, Fiscal Services	57153	58294	59462	60651	61863
Supervisory Employees					
Director, Maintenance, Operations & Transportation	57153	58294	59462	60651	61863

Longevity
Commencing with 6th year of service, add 3.75%
Commencing with 11th year of service, add 6.75%
Commencing with 16th year of service, add 9.75%
Commencing with 21st year of service, add 12.75%

BOARD APPROVAL DATE: 2/13/2018

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
2018-19 Classified Management and Supervisory Employees
REVISED 2-13-2018 Salary Schedule (12-Month Employees)

Description	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Management Employees					
Director, Fiscal Services	59153	60335	61543	62774	64028
Supervisory Employees					
Director, Maintenance, Operations & Transportation	59153	60335	61543	62774	64028

Longevity
Commencing with 6th year of service, add 3.75%
Commencing with 11th year of service, add 6.75%
Commencing with 16th year of service, add 9.75%
Commencing with 21st year of service, add 12.75%

BOARD APPROVAL DATE: 2/13/2018

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.4
DATE: February 13, 2018

SUBJECT TITLE: Adoption of Salary Increase Agreement (Classified Employees)

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Consider adoption of the Classified Salary Increase Agreement between WCESD and the Washington Colony Classified Employees for the 2017 – 2018 and 2018 – 2019 school years.

BACKGROUND:

The Board and its bargaining team have negotiated in good faith with the exclusive classified employee representatives on salaries, salary schedules, and benefits and have carefully considered how the proposed provisions affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The final terms of the agreement have been ratified by the membership of the Washington Colony Classified Employees and is now presented to the Board for acceptance.

CONSIDERATION:

Before entering into a written agreement covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years must be disclosed.

Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

FISCAL IMPACT:

See ***WASHINGTON COLONY SCHOOL CLASSIFIED SALARY SCHEDULE*** **2017-2018 and 2018 - 2019.**

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

AGREEMENT for Classified Employees

February 9, 2018

Time: 9:27pm

1. The District to provide the equivalent of a three and a half percent (3.5%) increase to the base hourly wage amounts on the Classified Salary Schedule for the 2017-2018 school year and a three and a half percent (3.5%) to the base hourly wage amounts on the Classified Salary Schedule for the 2018 -2019 school year and to maintain the longevity bonuses status quo for 2017-18 and 2018-19 school years. The district has determined how the "total amount" will be applied to the hourly wage amounts, health and welfare benefits, or a combination of both.

    a. For the 2018-19 school year only, each full-time classified employee shall receive a one-time, lump sum signing/retention incentive of One Thousand Dollars ($1000.00) and each part-time classified member shall receive a pro-rated portion of the incentive payment. This one-time lump sum incentive payment shall be subject to all applicable payroll deductions and paid in conjunction with the September 30 pay warrant.

2. The District's maximum employer contribution toward health and welfare benefits for Full-time classified employees for the 2017 – 2018 school year is to be increased by $750 resulting in a total of Fourteen Thousand Three Hundred-Fifty Dollars and 00/100 ($14,350.00) and for the 2018-2019 school year the health and welfare benefits for Full-time classified employees is to be increased by $250 resulting in a total of Fourteen Thousand Six Hundred and 00/100 ($14,600.00).

3. Should the District agree to a salary increase with the Certificated Employee Bargaining Unit greater than what is currently proposed, the higher amount would be applied to the Classified Employee agreement automatically (per the assumed "me too clause" that has historically existed in the District).

(Attached sample salary schedules with percentages applied for reference)

Jesus H. Cruz

Jesus Cruz,

Superintendent, Washington Colony Elementary School

Chuck Vivenzi

Chuck Vivenzi

Classified Employee, Washington Colony Elementary School

WASHINGTON COLONY SCHOOL CLASSIFIED SALARY SCHEDULE
2017-2018 SCHOOL YEAR
REVISED 2-13-2018

Description	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
District/School Office										
Administrative Secretary	21.56	21.93	22.31	22.70	23.07	23.45	23.82	24.20	24.58	24.96
Data Technician/Health Aide/Clerk	19.09	19.49	19.91	20.33	20.74	21.17	21.58	21.99	22.40	22.81
Accounts Payable/Cafeteria Clerk	12.92	13.30	13.67	14.04	14.43	14.80	15.18	15.57	15.94	16.32
Transportation/Maintenance										
Bus Driver/Maintenance Person	17.74	18.11	18.49	18.87	19.25	19.62	20.01	20.40	20.76	21.15
Custodian	15.13	15.50	15.88	16.26	16.63	17.02	17.40	17.77	18.15	18.52
Bus Driver (Substitute/Part Time)	16.92									
Cafeteria										
Cafeteria Manager/Head -Cook	19.50	19.87	20.25	20.64	21.01	21.38	21.76	22.14	22.52	22.89
Cook	14.87	15.25	15.64	16.02	16.39	16.78	17.15	17.53	17.91	18.28
Food Service Assistant	12.92	13.30	13.67	14.04	14.43	14.80	15.18	15.57	15.94	16.32
Substitute Cook	14.87									
Library										
Library Aide	13.29	13.65	14.03	14.42	14.79	15.17	15.56	15.93	16.31	16.67
Instructional Aides										
ESSA Compliant (48 Units/AA/Exam)	13.65	14.03	14.42	14.79	15.17	15.56	15.93	16.31	16.67	17.06
ESSA Compliant (60 Units)	14.02	14.41	14.78	15.16	15.54	15.92	16.29	16.66	17.05	17.43
ESSA Compliant (90 Units)	14.41	14.78	15.16	15.54	15.92	16.29	16.66	17.05	17.43	17.80
ESSA Compliant (BA/BS Degree)	14.78	15.16	15.54	15.92	16.29	16.66	17.05	17.43	17.80	18.18

*Confidential Employee

Longevity

Commencing with 11th year of service, add 6.75% bonus to Step 10
Commencing with 15th year of service, add 9.75% bonus to Step 10
Commencing with 20th year of service, add 12.75% bonus to Step 10

Differential pay: .28 per hour for hours worked outside of each classification's defined workday

BOARD APPROVAL DATE: 2/13/2018

WASHINGTON COLONY SCHOOL CLASSIFIED SALARY SCHEDULE
2018-2019 SCHOOL YEAR
REVISED 2-13-2018

Description	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
District/School Office										
Administrative Secretary	22.31	22.70	23.09	23.49	23.88	24.27	24.65	25.05	25.44	25.83
Data Technician/Health Aide/Clerk	19.76	20.17	20.61	21.04	21.47	21.91	22.34	22.76	23.18	23.61
Accounts Payable/Cafeteria Clerk	13.37	13.77	14.15	14.53	14.94	15.32	15.71	16.11	16.50	16.89
Transportation/Maintenance										
Bus Driver/Maintenance Person	18.36	18.74	19.14	19.53	19.92	20.31	20.71	21.11	21.49	21.89
Custodian	15.66	16.04	16.44	16.83	17.21	17.62	18.01	18.39	18.79	19.17
Bus Driver (Substitute/Part Time)	17.51									
Cafeteria										
Cafeteria Manager/Head -Cook	20.18	20.57	20.96	21.36	21.75	22.13	22.52	22.91	23.31	23.69
Cook	15.39	15.78	16.19	16.58	16.96	17.37	17.75	18.14	18.54	18.92
Food Service Assistant	13.37	13.77	14.15	14.53	14.94	15.32	15.71	16.11	16.50	16.89
Substitute Cook	15.39									
Library										
Library Aide	13.76	14.13	14.52	14.92	15.31	15.70	16.10	16.49	16.88	17.25
Instructional Aides										
ESSA Compliant (48 Units/AA/Exam)	14.13	14.52	14.92	15.31	15.70	16.10	16.49	16.88	17.25	17.66
ESSA Compliant (60 Units)	14.51	14.91	15.30	15.69	16.08	16.48	16.86	17.24	17.65	18.04
ESSA Compliant (90 Units)	14.91	15.30	15.69	16.08	16.48	16.86	17.24	17.65	18.04	18.42
ESSA Compliant (BA/BS Degree)	15.30	15.69	16.08	16.48	16.86	17.24	17.65	18.04	18.42	18.82

*Confidential Employee

Longevity

Commencing with 11th year of service, add 6.75% bonus to Step 10
Commencing with 15th year of service, add 9.75% bonus to Step 10
Commencing with 20th year of service, add 12.75% bonus to Step 10

Differential pay: .28 per hour for hours worked outside of each classification's defined workday

BOARD APPROVAL DATE: 2/13/2018

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.5
DATE: February 13, 2018

SUBJECT TITLE: Adoption of Salary Increase Agreement (Preschool Management/Classified Employees)

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Consider adoption of the Preschool Management/Classified Employees Increase Agreement between WCESD and the Washington Colony Preschool Management/Classified Employees for the 2017 – 2018 and 2018 – 2019 school years.

BACKGROUND:

The Board and its bargaining team have negotiated in good faith with the exclusive Preschool classified employee representative on salaries, salary schedules, and benefits and have carefully considered how the proposed provisions affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The final terms of the agreement have been ratified by the membership of the Washington Colony Preschool Classified Employees and is now presented to the Board for acceptance.

CONSIDERATION:

Before entering into a written agreement covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years must be disclosed.

Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

FISCAL IMPACT:

See ***WASHINGTON COLONY SCHOOL PRESCHOOL SALARY SCHEDULE*** **2017-2018 and 2018 – 2019.**

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

AGREEMENT for Preschool Classified Employees

February 9, 2018

Time: 11:30am

1. The District to provide the equivalent of a three and a half percent (3.5%) increase to the base hourly wage amounts on the Preschool Classified Salary Schedule for the 2017-2018 school year and a three and a half percent (3.5%) to the base hourly wage amounts on the Preschool Classified Salary Schedule for the 2018 -2019 school year and to maintain the longevity bonuses status quo for 2017-18 and 2018-19 school years. The district has determined how the "total amount" will be applied to the hourly wage amounts, health and welfare benefits, or a combination of both.

    a. For the 2018-19 school year only, each full-time preschool classified employee shall receive a one-time, lump sum signing/retention incentive of One Thousand Dollars ($1000.00) and each part-time preschool classified member shall receive a pro-rated portion of the incentive payment. This one-time lump sum incentive payment shall be subject to all applicable payroll deductions and paid in conjunction with the September 30 pay warrant.

2. The District's maximum employer contribution toward health and welfare benefits for Full-time preschool classified employees for the 2017 – 2018 school year is to be increased by $750 resulting in a total of Fourteen Thousand Three Hundred-Fifty Dollars and 00/100 ($14,350.00) and for the 2018-2019 school year the health and welfare benefits for Full-time preschool classified employees is to be increased by $250 resulting in a total of Fourteen Thousand Six Hundred and 00/100 ($14,600.00).

3. Should the District agree to a salary increase with the Certificated Employee Bargaining Unit greater than what is currently proposed, the higher amount would be applied to the Preschool Classified Employee agreement automatically (per the assumed "me too clause" that has historically existed in the District).

(Attached sample salary schedules with percentages applied for reference)

Jesus B. Cruz

Jesus Cruz,

Superintendent, Washington Colony Elementary School

Leah Welch

Preschool Management/Classified Employee, Washington Colony Elementary School

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
PRESCHOOL SALARY SCHEDULE
2017-2018
REVISED 2-13-2018

DESCRIPTION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
AIDE										
HIGH SCHOOL DIPLOMA	$11.00	$11.41	$11.87	$12.36	$12.83	$13.35	$13.88	$14.44	$15.02	$15.62
ASSISTANT										
HIGH SCHOOL DIPLOMA + 6 ECE/CD UNITS WITH CERTIFICATE	$11.92	$12.40	$12.88	$13.39	$13.92	$14.49	$15.06	$15.68	$16.30	$16.95
ASSOCIATE TEACHER										
HIGH SCHOOL DIPLOMA + 12 ECE/CD UNITS WITH CERTIFICATE	$12.91	$13.41	$13.96	$14.51	$15.11	$15.70	$16.33	$16.98	$17.68	$18.38
TEACHER										
24 ECE/CD UNITS + 16 GE UNITS WITH CERTIFICATE	$14.02	$14.58	$15.15	$15.75	$16.40	$17.05	$17.73	$18.44	$19.18	$19.94
MASTER TEACHER										
24 ECE/CD + 16 GE + 6 SPECIALTIZATION + 2 AD SUPERVSN / CERTIFICATE	$15.22	$15.85	$16.48	$17.12	$17.81	$18.52	$19.27	$20.04	$20.82	$21.56
SITE SUPERVISOR										
AA OR 60 UNITS + 24ECE/CD + 6ADMIN+2ADULT SUPERVISON/CERTIFICATE	$24.55	$25.52	$26.54	$27.61	$28.71	$29.86	$31.06	$32.30	$33.59	$34.92

Longevity:

Commencing with 11th year of service add 6.75% bonus to Step 10
Commencing with 15th year of service add 9.75% bonus to Step 10
Commencing with 20th year of service add 12.75% bonus to Step 10

BOARD APPROVAL DATE: 2-13-2018

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT
PRESCHOOL SALARY SCHEDULE
2018-2019
REVISED 2-13-2018

DESCRIPTION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
AIDE										
HIGH SCHOOL DIPLOMA	$11.39	$11.81	$12.29	$12.79	$13.28	$13.82	$14.37	$14.95	$15.55	$16.17
ASSISTANT										
HIGH SCHOOL DIPLOMA + 6 ECE/CD UNITS WITH CERTIFICATE	$12.34	$12.83	$13.33	$13.86	$14.41	$15.00	$15.59	$16.23	$16.87	$17.54
ASSOCIATE TEACHER										
HIGH SCHOOL DIPLOMA + 12 ECE/CD UNITS WITH CERTIFICATE	$13.36	$13.88	$14.45	$15.02	$15.64	$16.25	$16.90	$17.57	$18.30	$19.02
TEACHER										
24 ECE/CD UNITS + 16 GE UNITS WITH CERTIFICATE	$14.51	$15.09	$15.68	$16.30	$16.97	$17.65	$18.35	$19.09	$19.85	$20.64
MASTER TEACHER										
24 ECE/CD + 16 GE + 6 SPECIALTIZATION + 2 AD SUPERVSN / CERTIFICATE	$15.75	$16.40	$17.06	$17.72	$18.43	$19.17	$19.94	$20.74	$21.55	$22.31
SITE SUPERVISOR										
AA OR 60 UNITS + 24ECE/CD + 6ADMIN+2ADULT SUPERVISON/CERTIFICATE	$25.41	$26.41	$27.47	$28.58	$29.71	$30.91	$32.15	$33.43	$34.77	$36.14

Longevity:

Commencing with 11th year of service add 6.75% bonus to Step 10
Commencing with 15th year of service add 9.75% bonus to Step 10
Commencing with 20th year of service add 12.75% bonus to Step 10

BOARD APPROVAL DATE: 2-13-2018

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.6
DATE: February 13, 2018

SUBJECT TITLE: Offer of Employment for Classified Employee

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Ratify Offer of Employment for Rajdeep Kaur, RSP Instructional Aide (Part-time 6 hour position)

BACKGROUND

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

The district's selection procedures include screening processes, interviews, and recommendations from previous employers as necessary to identify the best possible candidate for a position.

For each position, the Superintendent presents to the Board one candidate who meets all qualifications established by law and the Board for the position. In accordance with Board policy, no person shall be employed by the Board without the recommendation or endorsement of the Superintendent.

CONSIDERATION

I am recommending for employment Rajdeep Kaur who meets all qualifications established by law and the Board for the Part-time 6 hour position of RSP Instructional Aide.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.7
DATE: February 13, 2018

SUBJECT TITLE: INTERDISTRICT ATTENDANCE PERMITS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Ratify action on Interdistrict Attendance Permit request for the 2017-18 school year.

BACKGROUND

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district. The Board may enter into an agreement with any other school district for the interdistrict attendance of students who are residents of the districts. The agreement shall specify the terms and conditions under which interdistrict attendance is to be permitted or denied. Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

The district is not required to provide transportation beyond any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops with the attendance area ifs space is available.

CONSIDERATION

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r)
2. To meet the child care needs of the student
3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year
6. To allow the student to remain with his/her 8th grade graduating class
7. When the parent/guardian provide written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district

8. When the student will be living out of the district for one year or less
9. When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
10. When there is valid interest in a particular educational program not offered in the district of residence.
11. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level or other considerations that are not arbitrary.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WCESD BOARD OF TRUSTEES

ITEM NO. VI.C.1
DATE: February 13, 2018

SUBJECT TITLE: CURRICULUM/INSTRUCTION/ASSESSMENT

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Ratify the Interactive SMART Boards fee Proposal and Purchase between the CDW Government LLC and the Washington Colony Elementary School District for the purchase of 10 interactive flat SMART Boards panels.

BACKGROUND

As specified in law, the power to contract is invested in the Governing Board, and, by Board action, the Superintendent has been delegated the power to enter into contracts on behalf of the district. However, to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board. (Education Code 17604).

CONSIDERATION

After collecting a Technology inventory of operational SMART Boards in the classrooms, it was found that the Interactive white SMARTboards needed to be upgraded. As stated in the LCAP GOAL 1 Action 5a., the new SMART Boards interactive flat panels will improve the daily ELA/ELD and MATH instruction for students. The quote provided includes, price, installation, hardware, software for best practices, and onsite teacher training as well

It is recommended to Ratify the Interactive SMART Boards fee Proposal and Purchase between the CDW Government LLC and the Washington Colony Elementary School District for the purchase of ten interactive flat SMART Boards panels as indicated to improve instruction and services for students on the LCAP Goal 1; Action 5a.

FINANCIAL IMPACT:

SMART Boards Total Amount: $85,836.05

FUNDING SOURCE:

Supplemental & Concentration Grant

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

Washington Colony Elementary
130 E. Lincoln Avenue
Fresno CA 93706

(559) 233-0706 FAX: (559) 233-9583

Purchase Order No.
The number below MUST appear on all invoices, pkgs., etc.
180285

Order Date: 01/23/2018

Invoice To:
WASHINGTON COLONY
130 E. LINCOLN
FRESNO CA 93706

Ship Prepaid To:
EKC Enterprises Inc
3860 N Winery Ave
Fresno CA 93726-4703

TO: **VE# 614** **FAX#** (847) 968-1569 **Phone#** (877) 325-7026

CDW GOVERNMENT LLC
75 REMITTANCE DRIVE
SUITE 1515
CHICAGO IL 60675-1515

Remit To:
CDW GOVERNMENT LLC
75 REMITTANCE DRIVE
SUITE 1515
CHICAGO IL 60675-1515

Quantity Ordered	Unit of Measure	Description of Articles or Service	Unit Price	Total Cost
10	Each	4477254 SMART BOARD 6075-75 LED DISPLAY	$4,925.00	$49,250.00
10	Each	4739439 SMART 4YR EXT MNT SMART LEARNING	$79.00	$790.00
10	Each	4603794 SMART ETENDED WARRANTY EXTENDED SERVICE AGREEMENT 2 YEARS	$195.00	$1,950.00
10	Each	4693700 SMART LEARNING STE SUB 1Y	$0.00	$0.00
10	Each	799313 PEERLESS SMARTMOUNT UNIVERSAL FLAT WALL MOUNT SF660 TRADE COMPLIANT	$59.00	$590.00
10	Each	3044780 C2G 2 PORT A/V CONTROLLER	$170.00	$1,700.00
10	Each	3616418 C2G 25/70V 50W AUDIO AMPLIFIER PLENUM RATED AMPLIFIER	$200.00	$2,000.00
10	Each	3070673 TRIPP LITE 35 HIGH SPEED HDMI CABLE DIGITAL AUDIO VIDEO GOLD M/M 35 FT	$35.00	$350.00
10	Each	1781957 C2G 35FT 3.5MM STERIO AUDIO CABLE WITH LOW PROFILE CONNECTORS M/M PLENUM	$19.00	$190.00
10	Each	4545113 C2G SLIM 3FT SLIM AUX 3.5MM AUDIO CABLE M/M AUDIO CABLE 3FT	$4.00	$40.00
10	Each	2155641 IOGEAR USB 2.0 BOOSTER EXTENSION CABLE GUE2118 USB EXTENDER USB 2.0	$31.23	$312.30
10	Each	754984 TRIPP LITE 15 USB 2.0 HI SPEED A/B DEVICE CABLE SHIELDED M/M 15FT	$6.93	$69.30
10	Each	4389577 TRIPP LITE 15FT PREMIUM HI SPEED HDMI CABLE W GRIP CONNECTORS 4K @ 60HZ 15'	$16.48	$164.80
10	Each	INSTALL CDW INSTALL CONFIGURATION AS PER QUOTE JMVT344	$2,400.00	$24,000.00
1	Othr	RECYCLING FEE - ORDER TO BE DELIVERED TO EKC AND TO BE INSTALLED AT WASHINGTON COLONY THE WEEK OF MARCH 26-30 2018	$70.00	$70.00

Washington Colony Elementary
130 E. Lincoln Avenue
Fresno CA 93706

(559) 233-0706 FAX: (559) 233-9583

Purchase Order No.
The number below MUST appear on all invoices, pkgs., etc.
180285

Order Date: 01/23/2018

Invoice To:
WASHINGTON COLONY
130 E. LINCOLN
FRESNO CA 93706

Ship Prepaid To:
WASHINGTON COLONY
130 E. LINCOLN
FRESNO CA 93706

TO:
VE# 614 **FAX#** (847) 968-1569 **Phone#** (877) 325-7026

CDW GOVERNMENT LLC
75 REMITTANCE DRIVE
SUITE 1515
CHICAGO IL 60675-1515

Remit To:
CDW GOVERNMENT LLC
75 REMITTANCE DRIVE
SUITE 1515
CHICAGO IL 60675-1515

Quantity Ordered	Unit of Measure	Description of Articles or Service	Unit Price	Total Cost
			Sub Total:	$81,476.40
			Discount:	$0.00
			Tax:	$4,359.65
			P.O. Total:	$85,836.05

Requested By:	RODRIGUEZ	Authorized By:	CRUZ	Requisition #:	None

Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
0100-09000-0-1110-1000-440000-000-00	$85,836.05

1. If unable to fill order or invoice exactly in accordance with description, unit and price heron, do not ship. Advise us.
2. If price is omitted on order it is agreed that your price will be the lowest prevailing market price.
3. Orders not received on date specified may be cancelled by us.
4. Goods subject to our inspection on arrival.
5. There must be a separate invoice for each purchase order.
6. On orders F.O.B. Shipping Point prepay shipping charges, add to invoice, and attach paid freight bill as evidence of prepayment charges.
7. All materials, supplies and equipment must comply with requirements of the California Occupational Safety and Health Act and all electrical equipment must comply with three wire grounding requirements

Approved Jesus H. Cruz

QUOTE CONFIRMATION

PEOPLE WHO GET IT

DEAR GREGG APPLETON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JMVT344	1/17/2018	180238	3479018	$85,836.05

IMPORTANT - PLEASE READ
Fees applied to item(s): 4477254

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
SMART Board 6075 75" LED display Mfg. Part#: SPNL-6275 UNSPSC: 43211902 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	4477254	$4,925.00	$49,250.00
SMART 4YR EXTD MNT SMART LEARNING Mfg. Part#: ED-SW-EXT-4 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	4739439	$79.00	$790.00
SMART Extended Warranty - extended service agreement - 2 years Mfg. Part#: EWY2-SPNL-6275 UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	4603794	$195.00	$1,950.00
SMART LEARNING STE SUB 1Y Mfg. Part#: ED-SW-STK-1 Electronic distribution - NO MEDIA Contract: MARKET	10	4693700	$0.00	$0.00
Peerless SmartMount Universal Flat Wall Mount SF660 - Trade Compliant Mfg. Part#: SF660 UNSPSC: 31162313 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	799313	$59.00	$590.00
C2G 2 Port A/V Controller Mfg. Part#: 40348 UNSPSC: 52161525 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	3044780	$170.00	$1,700.00
C2G 25/70V 50W Audio Amplifier (Plenum Rated) - amplifier Mfg. Part#: 40881 UNSPSC: 52161547 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	3616418	$200.00	$2,000.00

QUOTE DETAILS (CONT.)				
Tripp Lite 35' High Speed HDMI Cable Digital Audio Video Gold M/M 35ft Mfg. Part#: P568-035 UNSPSC: 26121604 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	3070673	$35.00	$350.00
C2G 35ft 3.5mm Stereo Audio Cable with Low Profile Connectors M/M - Plenum Mfg. Part#: 40517 UNSPSC: 26121628 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	1781957	$19.00	$190.00
C2G Slim 3ft Slim Aux 3.5mm Audio Cable - M/M - audio cable - 3 ft Mfg. Part#: 22600 UNSPSC: 26121604 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	4545113	$4.00	$40.00
IOGEAR USB 2.0 Booster Extension Cable GUE2118 - USB extender - USB 2.0 Mfg. Part#: GUE2118 UNSPSC: 43201614 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	2155641	$31.23	$312.30
Tripp Lite 15' USB 2.0 Hi-Speed A/B Device Cable Shielded M/M 15ft Mfg. Part#: U022-015 UNSPSC: 26121604 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	754984	$6.93	$69.30
Tripp Lite 15ft Premium Hi-Speed HDMI Cable w Grip Connectors 4K@60Hz 15' Mfg. Part#: P569-015-CERT UNSPSC: 26121604 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	10	4389577	$16.48	$164.80
CDW INSTALL / CONFIGURATION Mfg. Part#: INSTALL Contract: MARKET	10	INSTALL	$2,400.00	$24,000.00

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 35" AND OVER Fee Applied to Item: 4477254	10	654813	$7.00	$70.00

PURCHASER BILLING INFO		
Billing Address: WASHINGTON COLONY ELEM DIST ACCTS PAYABLE 130 E LINCOLN AVE FRESNO, CA 93706-6043 **Phone:** (559) 233-0706 **Payment Terms:** NET 30 Days-Govt/Ed	**SUBTOTAL**	$81,406.40
	SHIPPING	$0.00
	RECYCLING FEE	$70.00
	SALES TAX	$4,359.65
	GRAND TOTAL	**$85,836.05**
DELIVER TO	**Please remit payments to:**	
Shipping Address: EKC ENTERPRISES, INC. GREGG APPLETON 3860 N WINERY AVE FRESNO, CA 93726-4703 **Phone:** (559) 233-0706 **Shipping Method:**	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Chris Arago	(877) 325-2820	chriatr@cdwg.com

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