ROUTINE ITEMS

WCESD BOARD OF TRUSTEES

ITEM NO. IV.A
DATE: October 9, 2018

SUBJECT TITLE: APPROVE AGENDA

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve agenda for the October 9, 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, October 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

II. Roll Call

III. Pledge of Allegiance

IV. Routine Items

A. Approve Agenda

Approve agenda for the October 9, 2018 Regular Board Meeting.

B. Adopt Minutes

1. September 11, 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. Board History – J. Cruz

2. Financial Report(s)*

3. Quarterly Report On Williams Uniform Complaints*

4. Superintendent's Report**

a) CDE Cafeteria On-site Administrative Review (AR) for 2018-19 update**
b) Educator of the Year Nominees for 2017-18 update**

5. CSBA Agenda Online Update**

B. Personnel/Students

1. ADA/Enrollment Report*

2. Suspension Report* - E. Diaz

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. Warrants

Review and Ratify Warrants paid for the period September 1 – September 30, 2018.

2. Injury & Illness Prevention Program (IIPP)

Review & Approve the Injury Illness and Prevention Program for 2018-19.

3. Contract/Service Agreements

a) SchoolWorks, Inc. Service Agreement

Approve the SchoolWorks, Inc. Base Fee Renewal Service Agreement including additional fees for the Preparation Forms for the Modernization Project at Washington Colony Elementary School District.

b) Shelco Industries Service Proposal

Approve the Shelco Industries Service Proposal to purchase new toilet partitions.

c) Absolute Urethane Inc. Service Proposal

Approve the Absolute Urethane Inc. Service Proposal for the removal of the 7FT wide gate and replace with a 4FT Self Closing Swing Gate.

d) Alert Medical Training Inc, (AMT) Service Proposal

Approve the Alert Medical Training Inc, Service Proposal for the onsite Training for Basic CPR/FA/AED for 2018-19 school year.

4. Conference Attendance

Consider authorizing attendance participation for Superintendent-& Principal Mr. Cruz to attend the ACSA 2019 Superintendents' Symposium Annual Education Conference in Monterey, California January 29 – February 1, 2019.

B. Personnel/Students

1. Resignation

Ratify Superintendent's acceptance of resignation from Carolina Cruz – Library Aide (Part- Time position).

2. Interdistrict Attendance Permits

Ratify action on Interdistrict Attendance Permit for the 2018-19 school year.

C. Curriculum/Instruction/Assessment

1. Between Your Ears Entertainment, LLC Service Proposal

Ratify the Between Your Ears Entertainment, LLC Service Proposal for the State Testing Pep Rally Assembly in Spring 2019.

VII. Adjournment

WCESD BOARD OF TRUSTEES

ITEM NO. IV.B.1
DATE: October 9, 2018

SUBJECT TITLE: ADOPT MINUTES

Action √ Discussion _____ Information _____

RECOMMENDATION

Adopt minutes of the September 11, 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, September 11, 2018, 6:30 p.m.

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

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I. Call to Order

The September 11, 2018 Regular Board Meeting was called to order at 6:39 p.m. by Gary Chavez, Board President.

II. Roll Call

Members Present: Gary Chavez, Liz Faccinto, Pete Mathew, Rene Mendoza ; member(s) absent: Bob Dack

III. Pledge of Allegiance

The Pledge of Allegiance was led by Rene Mendoza.

IV. Routine Items

A. Approve Agenda

The agenda for the September 11, 2018 Regular Board Meeting was approved on a motion by Liz Faccinto, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

B. Adopt Minutes

1. August 14, 2018 Regular Board Meeting

The minutes of the August 14, 2018 Regular Board Meeting were adopted on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

C. Public Comment/Board Comment

Public Comment: Mr. Cruz provided the Board with a flyer for the Family Literacy Night scheduled for October 3, 2018 in the WC school cafeteria 6:00pm -8:00pm
Board Comment: None

D. Correspondence

Mr. Cruz: Provided the Board with Family Literacy Night flyer.

V. Reports/Discussion/Information

A. Administration/Business/Governance

1. Board History – J. Cruz

The Board reviewed excerpts from the minutes of meetings held September 10, 1968, and September 14, 1993.

2. Financial Report(s)*

Cash and County Treasury Report for August 2018 – Written Reports

3. CSBA Agenda Online Update**

Mr. Cruz: provided the updated to the Board regarding the CSBA Agenda Online on-site training for office staff scheduled for October 2, 2018 from 1:00pm – 3:30pm in M-5.

4. Superintendent's Report**

a) Facilities Projects and Repairs Update**

Jeff Dronyk: Provided the Board with a Facilities Project and Repairs report that included the following:

1) Sealing of two main front parking lots: completed
2) Restriping of all play courts: completed
3) Wing#2 boys restroom urinal repairs: New fixtures to be rehung and waiting on new partitions; all plumbing, wall, concrete and tile work is completed.
4) Wing#4 girls restroom tile replacement: Completed
5) Painting of North Campus main basketball court poles and backboards: completed
6) Painting of Kitchen restroom and other areas: completed
7) Campus cameras. Addition of 5 cameras to exterior M1-M-5 building. Work begins on 9/11/18

8) Corridor gate of main office entry modification. Modify gate to 4ft wide to allow panic bar exit and electric entry. Work yet to be started and waiting for approval.
9) Wood chip refill for all play structures. Work to be done in Thanksgiving.
10) Submission of two separate school bus grant applications for all-electric buses. One grant allows us to keep old bus and the other requires destruction of old bus.

Other Future Proposed Projects:

1. Marquee; Talking with vendor. Current quote $45,000 for existing height and location. It requires DSA approval. We will visit other schools to view like marquees and bring more information back.
2. Teacher Chairs and mobile centers. Getting samples and quotes then order them.
3. Grounds: Booster pump needed to address low-pressure issue in North campus large field irrigation systems. The current quote is $16,000. This happened since we lost the old well for irrigation. Jeff will research more and ask engineers and perhaps we can drill a new well for irrigation only. Jeff will return with more information.
4. District Office flooring replacement: Putting together an abatement project for the removal of the 850 square feet of asbestos flooring in the district office and provide an estimate for a new flooring. The work would be perform the summer 2019.
5. Updating the 5-year deferred maintenance plan on facility needs. This plan can be worked with school administration for feedback, provide estimated amounts and submit for approval.
   Pete Mathew: ask if there is a possibility of any main office walls removal.
   Jeff Dronyk: indicated that need to identify the school campus K-5 needs first and look into the Modernization funds. Including a possibility to add a HVAC system the cafeteria. It may have to discuss facility needs with architects and the needs assessment plan can be brought back for Board discussion.

5. Local Control & Accountability Plan Update**

The FCOE Student Services and Fiscal department sent us the LCAP Review 1 in August. WCESD already reviewed all technical adjustments and FCSS will provide final approval of the Washington Colony LCAP on September 15.

6. California Assessment of Students Performance and Progress (CAASPP) Preliminary Report**

Mr. Cruz: Provided the Board with a Washington Colony Preliminary (CAASPP) Spring 2018 Report that includes the SBAC ELA/MATH results for grades 3rd – 8th. The colorful data chart represented the 3-year

overall ELA/MATH performance and CA Dashboard overall growth from distance from level 3 overall. It was pointed out a trend of positive growth over a period of 3 years for 3rd – 8th grade students meeting standards in levels 3 and 4. Also, the positive trend showed a significant drop of students in level 1 moving to approaching standard to level 2 in ELA and Math. It was indicated that 4th grade had the highest ELA growth from 31.92% in 2017 to 46% growth in 2018 students meeting standards levels 3 and 4. In addition, there was a significant growth in 8th grade Math from 39.58% in 2017 to 68% Meeting Standard in 2018 for levels 3 and 4. The positive growth seems steady for ELA/Math. In addition for the past 3 years our district has gained positive growth points in ELA (13.6 points /MATH (38.4points) as indicated in the CA Dashboard in Fall 2017 state performance indicators. Based on this positive performance of our students in the SBAC in 2018, it is expected a positive growth in CA Dashboard points for our school that will be reported in the CA Dashboard on December 2018. The school will continue to utilize all instructional resources in order to continue target ELA/MATH level 1 and level 2 areas.

B. Personnel/Students

1. ADA/Enrollment Report*

The Enrollment for the period ending September 11, 2018 was 469.

2. Suspension Report* - E. Diaz

One suspension was reported.

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. 2017-2018 Unaudited Actuals Financial Report

Betty Thompson provided a conference call and explained the written report. It was added that Supplemental and Concentration Funds are now fully funded unless a new governor in 2019 decides to amend LCFF otherwise. Betty also indicated that one time funding can be moved into a local resource fund and be used for upcoming Textbook adoptions such as Science and History Social Science.
The Board approved the 2017-18 Unaudited Actuals Report on a motion by Rene Mendoza, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

2. Amended 2018-19 Budget Attachment

The Board approved the Amended 2018-19 Budget Attachment for the Balances in Excess of Minimum Reserve Requirements on a motion by

Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

3. Resolution for the Gann Amendment

The Board adopted Resolution No. 18/19-02 *Resolution for the Gann Amendment* on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

4. Resolution for the School Bus Replacement Program CEC

The Board adopted Resolution No. 18/19-04 California Energy Commission for the School Bus Replacement Program on a motion by Pete Mathew, seconded by Rene Mendoza. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

5. Resolution for the State Building Funds Application

The Board adopted Resolution No. 18/19-05 State Building Funds Application for Washington Colony Elementary School District for New Construction and Modernization projects on a motion by Rene Mendoza, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

6. Warrants

The Board reviewed and ratified warrants paid for the period August 1 – August 31, 2018 on a motion by Liz Faccinto, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

7. District Calendars Revision 2017-18 and 2018-19

The Board approved the revised District Calendars for the 2017-18 and 2018-19 school years to indicate minimum days due to the power outage on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

8. Contract/Service Agreements

a) FCSS Truancy Intervention Program (TIP) MOU Service Agreement, 2018-19

The Board approved FCSS Truancy Intervention Program (TIP) MOU Service Agreement, 2018-19 on a motion by Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

b) Hilly Howl Incorporated Amended Proposal

The Board approved the Hilly Howl Incorporated Amended proposal bid for a restroom remodel including plumbing and concrete repair on a motion by Rene Mendoza, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

c) Hilly Howl Incorporated

The Board approved the Hilly Howl Incorporated proposal bid for a restroom demo of existing tile and wall repair on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

d) Protect Digital Video Security Proposal for School Safety surveillance cameras

The Board approved the Protect Digital Video Security Proposal for School Safety Surveillance Cameras on a motion by Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

e) Chromebook cart Proposal DELL EMC

The Board ratified the Chromebook cart fee proposal and purchase from DELL EMC on a motion by Pete Mathew, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

f) Prop 39 District Energy Manager, Education, Training Services Proposal Agreement by Indoor Environmental Services (IES)

The Board approved the Proposal/Agreement to provide Prop 39 District Energy Manager, Education, Training Services between WCESD and Indoor Environmental Services (IES) on a motion by Liz Faccinto, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

g) TCOE, ELD Coaching & Professional Development Services Agreement, 2018-19

The Board ratified the Services Agreement between TCOE and Washington Colony Elementary School District for ELD Coaching& Professional Development Services 2018-19 school year on a motion by Liz Faccinto, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

9. Conference Attendance

The Board approved and authorized attendance participation to Board Trustee Chavez, Trustee Dack, Trustee Faccinto (not attending), Trustee Mathew, Trustee Mendoza and Superintendent/Principal Mr. Cruz to attend the CSBA Annual Education Conference 2018 in San Francisco, California, November 28 – December 1, 2018 on a motion by Liz Faccinto, seconded by Rene Mendoza. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

B. Personnel/Students

1. Offer of Employment for Library Aide

The Board ratified offer of employment for Carolina Cruz - Library Aide - (part-time 5hrs) on a motion by Liz Faccinto, seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

2. Interdistrict Attendance Permits

The Board ratified action on Interdistrict Attendance Permit for the 2018-19 school year on a motion by Rene Mendoza, seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

C. Curriculum/Instruction/Assessment

1. Annual Public Hearing and Resolution on Sufficiency of Instructional Materials

Board President opened the hearing at 8:53pm and closed it at 8:54pm
No Public Comments were made.
The Board Adopted Resolution No. 18/19-03 *Resolution Regarding Sufficiency or Insufficiency of Instructional Materials* on a motion by Liz Faccinto seconded by Pete Mathew. (Ayes: Chavez, Faccinto, Mathew, Mendoza; Noes: None; Abstentions: None; Absent: Dack)

VII. Adjournment

The meeting was adjourned at 8:54 p.m. on a motion by Pete Mathew seconded by Liz Faccinto. (Ayes: Chavez, Faccinto, Mathew, Mendoza,; Noes: None; Abstentions: None; Absent: Dack)

Gary Chavez, President

Robert E. Dack, Clerk

WCESD BOARD OF TRUSTEES

ITEM NO. IV.C
DATE: October 9, 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 nonagenda 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.1
DATE: October 9, 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 is a novel for which the people is the author."

- Alfred de Vigny

Excerpts from the minutes of meetings held October12, 1993 and October 8,1968; follow for your review.

WASHINGTON COLONY SCHOOL DISTRICT

Regular Board Meeting Minutes
October 12, 1993

1. Call to Order
The meeting was called to order at 7:32 p.m. by Board President, Paul Demant.

2. Roll Call
Members Present: Ted Davis, Paul Demant, Pete Mathew, Sue Ruiz, Joyce Quiroz, and Dale Drew, Superintendent/Secretary to the Board.

3. Pledge of Allegiance
The Pledge of Allegiance was led by Sue Ruiz.

4. Routine Business (Yellow Section)

4.1. Approve Agenda
The agenda was approved on a motion by Sue Ruiz, seconded by Ted Davis. (Unanimous)

4.2. Adopt Minutes
The minutes, as corrected, of the September 14, 1993, Regular Board Meeting were adopted on a motion by Pete Mathew, seconded by Ted Davis. (Unanimous)

4.3. Board Recognitions
None

4.4. Public Comment
None

4.5. Board Comment
None

4.6. Correspondence
Letter from the Fresno Metropolitan Museum dated October 7, 1993; Subject: MET Mural

5. Public Hearing - Gann Calculations
Following a public hearing, the Board adopted Resolution #93-02: Resolution for the Gann Amendment on a motion by Sue Ruiz, seconded by Joyce Quiroz. (Unanimous)

6. Reports/Discussion/Information (Blue Section)

6.1. Curriculum and Instruction

6.1.1. Technology in the Classroom - John Partin
Mr. Partin demonstrated technology currently in use in the Science Lab.

6.1.2. Enrollment Report
Written report.

6.1.3. Status of G.A.T.E. Program - Dale Drew
Proposals for G.A.T.E. are being solicited from staff.

6.1.4. Computer Lab Schedule for Grades 1-5
Written report.

6.1.5. Science Lab Schedule for Grades 1-5
Written report.

6.2. Administration and Business

6.2.1. California's Safe Schools Week
Written report.

6.2.2 American Indian Heritage Month
Written report.

6.2.3. Budget Committee - Paul Demant
The task of the budget committee was outlined by Mr. Demant. The committee will develop a proposed budget reflective of proposed district priorities.

6.2.4. Budget Report, September 1 - 30, 1993
Written report.

6.3. Committees/Councils/Clubs/Activities

6.3.1. Student Council - John Partin
Mr. Partin reported on the formation of the Student Council and discussed proposed activities.

6.3.2. Student Store - John Partin
Mr. Partin presented an update to the Board on the implementation of the student store.

6.3.3. School Site Council
A summary of the Chapter 1 Early Intervention Reading Program Evaluation Report was reviewed.

6.3.4. Parent-Teacher Club
Parent-Teacher Club will sponsor a Candidates' Night.

6.4. Transportation and Maintenance

6.4.1. Transportation of Students Subject to Bill-Back - Dale Drew
Mr. Drew presented a proposal for a cooperative agreement between American Union and Washington Colony for the transportation of certain special education students currently subject to FCOE bill-back. The consensus of the Board was to pursue the proposal.

6.4.2. Transportation of Students from Out-of-District - Dale Drew
Mr. Drew presented for discussion a proposal from a group of parents to consider transportation of students from out-of district. Due to such concerns as interdistrict relationships and potential legal challenges, the consensus of the Board was to not pursue the proposal.

6.5. Cafeteria
None

6.6. Facilities

6.6.1. Public Water System Organic Chemical Sampling
Written report.

6.7. Personnel/Students

6.7.1. Suspension Report
Written report

6.8. Policy Review
The following Board Policies were reviewed for proposed adoption at the November meeting: BP 4111 *Recruitment and Selection*, BP 4111.1 *Affirmative Action*

7. Action Items (Green Section)

7.1. Interdistrict Attendance Agreements
The Board approved Interdistrict Attendance Agreement Requests for the 1993-94 School Year (see appendix A) on a motion by Sue Ruiz, seconded by Joyce Quiroz. (Unanimous)

7.2. Resolution #93-03
The Board adopted Resolution #93-03 in the Matter of Authorizing a Licensed Teacher to Teach a Single Subject or a Multiple Subject Class Not Within the Teacher's Credential on a motion by Pete Mathew, seconded by Ted Davis. (Unanimous)

7.3. Resolution #93-04

The Board adopted Resolution #93-04 in the Matter of Granting Easement Rights to Pacific Gas and Electric on a motion by Joyce Quiroz, seconded by Ted Davis. (Unanimous)

7.4. Certification of Competence in Evaluation

The Board certified competence of Marjorie Silva in evaluation of teachers on a motion by Sue Ruiz, seconded by Joyce Quiroz. (Unanimous)

7.5. Christmas Home Tour

The Board designated the Christmas Home Tour as a school-sponsored function run by PTC for the benefit of the District on a motion by Pete Mathew, seconded by Sue Ruiz. (Unanimous)

7.6. Board Policy - Adoption

On a motion by Ted Davis, seconded by Pete Mathew, the Board declared that an on-campus, gang-related influence constituted a danger to students and adopted Board Policy 5136 *Gangs.* (Unanimous)

7.7. Board Policies - Adoption

The Board adopted BP/E 1312.1 *Complaints Concerning School Personnel*, E 4112.9/4212.9/4312.9 *Signed Statements*, BP/AR 5113.1 *Work Permits*, BP 5131 *Conduct*, BP/AR 5141.4 *Child Abuse Reporting Procedures*, AR 5144.1 *Suspension and Expulsion/Due Process*, BP/E 5145.6 *Notifications Required by Law*, BB/E 9323.2 *Actions by the Board* on a motion by Sue Ruiz, seconded by Pete Mathew. (Unanimous)

7.8. Warrants

The Board approved Warrants for the Period September 1 - September 30, 1993 on a motion by Sue Ruiz, seconded by Joyce Quiroz. (Unanimous)

8. Adjournment

The meeting was adjourned at 9:55 p.m. on a motion by Joyce Quiroz, seconded by Ted Davis. (Unanimous)

Paul Demant, President

Pete Mathew, Clerk

WASHINGTON COLONY SCHOOL
BOARD OF TRUSTEES
MINUTES
REGULAR MEETING
October 8, 1968

Meeting was called to order at 7:30 p.m.in the school library with all members present and James Massie, Secretary to the Board.

MINUTES OF REGULAR MEETING OF SEPTEMBER 10 were approved as read after a motion of Bruce Blacksill, seconded by Henry Salwasser.

MAINTENANCE REGISTERS 5 & 6 and WARRANTS Nos. 57-85: Mr. Barberich made a motion for approval of the maintenance register and warrants as presented. They were then signed by members of the Board.

TRAILER-CLASSROOM INSPECTION: Mr. Massie conducted the Board on a tour of inspection through the newly installed trailer which is to be used as a Reading Center for the ESEA, Title I project Reading Program, and as an over-flow classroom part-time for the excess students of grade 6.

SKIRTING AND AWNINGS FOR TRAILER: The Board discussed the cost of skirting and awning for the trailer and Mr. Massie presented the estimate of the cost of these items which was obtained from Bill Weedman of Tulare. The Board felt that they would like to look into the cost of a painted aluminum awning.

REPORT OF ELECTRICAL WIRING REPAIRS: Mr. Massie explained to the Board that P. G. & E Company had installed new electrical wiring from the main power pole to the switch box because of a short in the wiring. There was moisture in the conduit.

REPORT OF ENROLLMENT: Mr. Massie reported to the Board the following enrollment figures for the past year and this year to date:

1st day's enrollment	--- 1967/68 = 406;	this year = 429
On October 8th	--- 1967/68 = 468;	this year = 454

COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION: Bruce Blacksill made a motion, with was seconded by Bud Barberich, that Henry Salwasser be appointed delegate and Art Jensen as alternate to cast a ballot for members to this committee.

CSBA WORKSHOP: Mr. Art Jensen, Henry Salwasser and Mr. Massie indicated that they would be able to attend the California School Boards Workshop at Bruce's Lodge on October 22nd.

ADJOURNMENT was by motion of Bruce Blacksill, seconded by Art Jensen.

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

John D. Moran, President
(John G. Moran)

Henry L. Salwasser, Clerk
(Henry L. Salwasser)

ma

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.2
DATE: October 9, 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 September 2018 follows for your review.

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 0100 (6150 60001) General Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$2,117,294.76
9/5/2018	APY -20189	Accounts Payable 9/5/2018	$0.00	$25,283.06	$3,263,790.93	$1,171,779.23	$2,092,011.70
9/6/2018	TF -190333	#0221 DIST APD CHRGS JAN-JUN 2018	$0.00	$21.51	$3,263,790.93	$1,171,800.74	$2,091,990.19
9/12/2018	TF -190358	17-18 12TH & 18-19 1ST CURR SEC SUPP	$2,316.25	$0.00	$3,266,107.18	$1,171,800.74	$2,094,306.44
9/21/2018	APY -20189	Accounts Payable 9/21/2018	$0.00	$48,537.56	$3,266,107.18	$1,220,338.30	$2,045,768.88
9/24/2018	TF -190385	JV#261 18-19 EPA 1ST QTR APPORT-SEPT 2018	$151,814.00	$0.00	$3,417,921.18	$1,220,338.30	$2,197,582.88
9/25/2018	TF -190404	#0258 STRS DIST CONT-SEPT 2018 REG PAYRC	$0.00	$31,970.28	$3,417,921.18	$1,252,308.58	$2,165,612.60
9/25/2018	TF -190405	#0264 PERS DIST CHRGS-SEPT 2018 REG PAYR	$0.00	$9,239.79	$3,417,921.18	$1,261,548.37	$2,156,372.81
9/25/2018	TF -190410	#0259 FICA CHARGES-9/30/2018 PAYROLL	$0.00	$5,174.09	$3,417,921.18	$1,266,722.46	$2,151,198.72
9/25/2018	TF -190411	#0260 MEDICARE CHARGES-9/30/2018 PAYROL	$0.00	$4,022.51	$3,417,921.18	$1,270,744.97	$2,147,176.21
9/25/2018	TF -190422	#0282 DIST EXCESS STRS CONT (RFNDS) REPC	$2,659.40	$0.00	$3,420,580.58	$1,270,744.97	$2,149,835.61
9/26/2018	TF -190415	JV#277 18-19 ADV PRINC APPORT SEPT	$324,025.00	$0.00	$3,744,605.58	$1,270,744.97	$2,473,860.61
9/26/2018	TF -190418	JV#280 18-19 STATE APPORTIONMENT-SEPT 2	$10,153.00	$0.00	$3,754,758.58	$1,270,744.97	$2,484,013.61
9/27/2018	CA -40917	413454 asp alc 17-18	$4,389.00	$0.00	$3,759,147.58	$1,270,744.97	$2,488,402.61
9/27/2018	CA -40917	413454 asp yos 17-18	$2,064.00	$0.00	$3,761,211.58	$1,270,744.97	$2,490,466.61
9/27/2018	CA -40917	413454 fcsig 17-18 r	$5,997.00	$0.00	$3,767,208.58	$1,270,744.97	$2,496,463.61
9/27/2018	CA -40917	413454 gen fun ins	$9,472.60	$0.00	$3,776,681.18	$1,270,744.97	$2,505,936.21
9/27/2018	CA -40917	413454 lib fines	$5.00	$0.00	$3,776,686.18	$1,270,744.97	$2,505,941.21
9/27/2018	CA -40917	413454 maa	$2,712.84	$0.00	$3,779,399.02	$1,270,744.97	$2,508,654.05
9/27/2018	CA -40917	413454 scholastic do	$39.55	$0.00	$3,779,438.57	$1,270,744.97	$2,508,693.60
9/28/2018	PAY -92818	PAYROLL 9/28/2018	$126,603.36	$366,714.60	$3,906,041.93	$1,637,459.57	$2,268,582.36
	Total Activity		$642,251.00	$490,963.40			
	Ending Balance				$3,906,041.93	$1,637,459.57	$2,268,582.36

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 1200 (6150 60012) Child Development Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$113,026.97
9/21/2018	APY -20189	Accounts Payable 9/21/2018	$0.00	$14.02	$137,076.25	$24,063.30	$113,012.95
9/25/2018	TF -190404	#0258 STRS DIST CONT-SEPT 2018 REG PAYRC	$0.00	$801.12	$137,076.25	$24,864.42	$112,211.83
9/25/2018	TF -190405	#0264 PERS DIST CHRGS-SEPT 2018 REG PAYR	$0.00	$444.18	$137,076.25	$25,308.60	$111,767.65
9/27/2018	CA -40917	413454 pres ins reim	$414.28	$0.00	$137,490.53	$25,308.60	$112,181.93
9/27/2018	CA -40917	413454 presch aptm	$50,886.00	$0.00	$188,376.53	$25,308.60	$163,067.93
9/28/2018	PAY -92818	PAYROLL 9/28/2018	$3,154.79	$19,176.74	$191,531.32	$44,485.34	$147,045.98
	Total Activity		$54,455.07	$20,436.06			
	Ending Balance				$191,531.32	$44,485.34	$147,045.98

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 1300 (6150 60008) Cafeteria Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$137,059.12
9/5/2018	APY -20189	Accounts Payable 9/5/2018	$0.00	$6,276.02	$163,426.58	$32,643.48	$130,783.10
9/21/2018	APY -20189	Accounts Payable 9/21/2018	$0.00	$9,311.74	$163,426.58	$41,955.22	$121,471.36
9/25/2018	TF -190405	#0264 PERS DIST CHRGS-SEPT 2018 REG PAYR	$0.00	$1,619.24	$163,426.58	$43,574.46	$119,852.12
9/27/2018	CA -40917	413454 adlt meals	$455.00	$0.00	$163,881.58	$43,574.46	$120,307.12
9/27/2018	CA -40917	AR-17-18 ACCOUNTS RECEI	$52,070.30	$0.00	$215,951.88	$43,574.46	$172,377.42
9/27/2018	CA -40924	413453 ad mls 9/28	$185.25	$0.00	$216,137.13	$43,574.46	$172,562.67
9/27/2018	CA -40924	413453 st mls 9/28	$6.50	$0.00	$216,143.63	$43,574.46	$172,569.17
9/28/2018	PAY -92818	PAYROLL 9/28/2018	$3,356.58	$17,572.89	$219,500.21	$61,147.35	$158,352.86
	Total Activity		$56,073.63	$34,779.89			
	Ending Balance				$219,500.21	$61,147.35	$158,352.86

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 1400 (6150 60005) Deferred Maintenance Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$108,027.55
		Total Activity	$0.00	$0.00			
		Ending Balance			$117,597.55	$9,570.00	$108,027.55

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 1500 (6150 60010) Pupil Transportation Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$85,643.58
		Total Activity	$0.00	$0.00			
		Ending Balance			$85,643.58	$0.00	$85,643.58

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
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 9/1/2018							$107,126.31
		Total Activity	$0.00	$0.00			
		Ending Balance			$107,126.31	$0.00	$107,126.31

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 2000 (6150 60078) Special Reserve Fund for Postemployment Benefits

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$427,896.08
		Total Activity	$0.00	$0.00			
		Ending Balance			$427,896.08	$0.00	$427,896.08

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 2100 (6150 65069) Building Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$321.65
		Total Activity	$0.00	$0.00			
		Ending Balance			$321.65	$0.00	$321.65

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 2500 (6150 60006) Capital Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$14,357.62
		Total Activity	$0.00	$0.00			
		Ending Balance			$14,357.62	$0.00	$14,357.62

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 3500 (6150 60066) County School Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$14,370.16
		Total Activity	$0.00	$0.00			
		Ending Balance			$14,370.16	$0.00	$14,370.16

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
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 9/1/2018							$25,307.85
		Total Activity	$0.00	$0.00			
		Ending Balance			$25,307.85	$0.00	$25,307.85

Cash In County Treasury
Aggregate

From 9/1/2018 thru 9/30/2018
Fund: 5100 (6150 65070) Bond Interest and Redemption Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2018							$1,967.86
9/12/2018	TF -190356	JV#AP01835330 CNTY AP PAYMENTS	$0.00	$759.00	$23,497.65	$22,288.79	$1,208.86
9/12/2018	TF -190358	17-18 12TH & 18-19 1ST CURR SEC SUPP	$108.06	$0.00	$23,605.71	$22,288.79	$1,316.92
	Total Activity		$108.06	$759.00			
	Ending Balance				$23,605.71	$22,288.79	$1,316.92

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.3
DATE: October 9, 2018

SUBJECT TITLE: Quarterly Report on Williams Uniform Complaints

Action _____ Discussion _____ Information ___√___

BACKGROUND

With the Williams Compliance components, each school district is required to report quarterly to the County Superintendent regarding any complaints related to the three areas covered by the Williams Lawsuit Settlement. The three areas are as follows: 1) instructional materials; 2) teacher vacancy or misassignment; and/or 3) facilities conditions.

CONSIDERATION

The Quarterly Report on Williams Uniform Complaints for the period ending September 30, 2018, follows for your review.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Washington Colony Elementary

Person completing this form: Jesus Cruz Title: Superintendent

Quarterly Report Submission Date: (*check one*)

- ☐ April 2018
- ☐ July 2018
- ☒ October 2018
- ☐ January 2019

Date for information to be reported publicly at governing board meeting: August 14, 2018

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Jesus Cruz

Print Name of District Superintendent

Jesus H. Cruz

Signature of District Superintendent

10/09/2018

Date

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.4
DATE: October 9, 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) CDE Cafeteria On-site Administrative Review (AR) for 2018-19 Update**

CDE will be conducting an on-site cafeteria Administrative Review on January 2019.

b) Educator of the Year Nominees for 2017 -2018**

This year the Educator of the Year Awards Ceremony Event is scheduled for Thursday November 15, 2018 at the William Saroyan Theatre from 7:00 – 9:30pm
Doors open at 6:30pm.
Washington Colony has 2 employee nominees for the 2017-2018 school year.

Teacher Nominee – Stan Schaffer
Employee Nominee – Jovita Flores

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.5
DATE: October 9, 2018

SUBJECT TITLE: CSBA Agenda Online Update

Action _____ Discussion _____ Information ___√___

RECOMMENDATION

CSBA provided Washington Colony Staff with an On-site Agenda Online Training on October 2, 2018.

BACKGROUND

The Agenda Online is CSBA's web-based agenda ad meeting development service that saves time and money by reducing the amount of time spent in preparing and delivering board agendas and meeting materials. Staff develops and post agenda and background materials directly online, where board members can access them before, during and after the meetings.

Washington Colony will be training Board members how to access and view the agenda online and also train staff in order to embark a new way to prepare, post and upload board meeting agendas materials online for the 2018-19 school year.

CONSIDERATION

Washington Colony provided the CSBA the Agenda Online training for Staff on October 2, 2018 at 1:00pm in room M-5. Board members will have online access with usernames and passwords to view the CSBA training in order to learn how to access and view the agenda online. CSBA will provide the Board with a brief Agenda Online access presentation at the November 13 Regular Board meeting.

AGENDA ONLINE

Meeting Lifecycle

Before

1) DRAFT MEETING	» *Save a Draft version of a planned meeting*
2) MEETING IS IN DEVELOPMENT	» *Once the meeting is ready, open the meeting to advance to In Development stage* » *The meeting is open to submitters (if applicable) and agenda items will be placed on the agenda* » *Close the meeting when all items have been posted*
3) MEETING IS IN REVIEW	» *When a meeting is being routed through an approval route (optional)*
4) MEETING IS APPROVED	» *The meeting has been approved and is ready to publish.*

During

1) MEETING IS PUBLISHED	» *You can now access the Agenda, Outline, Agenda Packet, and Single Item reports, and the agenda is now viewable to the public*
2) MEETING IN PROGRESS	» *You are ready to start your meeting and begin recording meeting attendance, minutes, and votes*
3) CONDUCTED	» *You can edit the meeting minutes and generate the meeting minutes' report*
4) MEETING IS APPROVED	» *The meeting has been approved and is ready to publish*

After

1) ARCHIVED	» *Meeting is complete and minutes are approved. You can now Archive the meeting!*

Overview of Agenda Online Site

1) Create a Regular or Special Meeting, Workshop or Study Session
   » *Save it as a draft or open the meeting to submitters*

2) Add newly created Items from scratch or from a template

3) Publish the meeting and the agenda is available to the public

4) Meeting is now in progress and you can record attendance, minutes, and votes

5) Once you close the meeting, you are ready to edit your attendance, minutes, and votes

6) Ready to Archive your meeting!

California School Boards Association | 3251 Beacon Blvd., West Sacramento, CA 95691
800.266.3382 | agenda@csba.org

agendaonline

WCESD BOARD OF TRUSTEES

ITEM NO. V.C.1
DATE: October 9, 2018

SUBJECT TITLE: ADA/ENROLLMENT REPORT (report generated 10/05/18)

Action _____ Discussion _____ Information ___√___

BACKGROUND

Washington Colony Elementary School ADA/Enrollment Report for the school year 2018-2019.

CONSIDERATION

The WCESD report for the September ADA/Enrollment 2018-19 school year follows for your review.

Enrollment by Teacher
Period Ending 10/5/2018
Month 2

Teacher	Grade Level(s)	# of Students	YTD ADA
Davis	K	20	19.87
Smith	TK	18	15.92
Morales	K	20	19.89
Partlow	1	28	26.89
Schaffer	1	27	26.32
Pallas	2	23	22.76
Sweet	2	24	23.42
Espinosa	3	23	22.45
Hefley	3	23	22.26
Owens	4	21	20.29
Obeid	4	21	20.68
Smith, B.	5	31	30.76
Gonzalez	5	33	32.39
Martinez	6	26	25.66
Gray	6	26	23.95
Green	7	24	23.32
Showalter	7	25	24.63
Marquez	8	23	22.32
Silva	8	23	23.11
Taylor	K-8 SDC	5	4.47
TOTALS:		464	451.36

WCESD BOARD OF TRUSTEES

ITEM NO. V.C.2
DATE: October 9, 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: October 9, 2018

SUBJECT TITLE: WARRANTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Review and ratify warrants paid for the period September 1 – September 30, 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	512146774	PV-190030	BUS 3 REPAIR	0100-07230-0-0000-3600-560005-000-00	2,512.81
				Warrant Total:	**2,512.81**
				Vendor Total:	**2,512.81**
5-ACSA FOUND. FOR EDUCATIONAL	512146775	PO-190168	REGISTRATION FEE FOR JESU	0100-11000-0-0000-2700-520000-000-76	455.00
		PO-190168	REGISTRATION FEE FOR JESU	0100-11000-0-0000-7150-520000-000-76	195.00
				Warrant Total:	**650.00**
				Vendor Total:	**650.00**
640-ACSA INC	512146776	PO-190203	2018-2019 MEMBERSHIP DUES	0100-00000-0-0000-7150-530000-000-76	431.98
		PO-190203	2018-2019 MEMBERSHIP DUES	0100-00000-0-0000-2700-530000-000-76	1,007.97
				Warrant Total:	**1,439.95**
				Vendor Total:	**1,439.95**
387-AMERIPRIDE UNIFORM SERVICE IN	512141217	PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	72.34
		PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	77.01
		PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	107.31
		PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	107.31
		PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	77.01
				Warrant Total:	**440.98**
	512146777	PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	78.76
		PO-190023	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550005-000-00	102.25
				Warrant Total:	**181.01**
	512146778	PO-190202	2018-2019 OPEN PURCHASE OR	1200-61050-0-0000-8100-550005-000-00	14.02
				Warrant Total:	**14.02**
				Vendor Total:	**636.01**
523-AT&T	512141218	PO-190114	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	198.79
		PO-190114	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	70.90
				Warrant Total:	**269.69**
	512146779	PO-190114	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	67.11
		PO-190114	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-590004-000-00	34.88
				Warrant Total:	**101.99**
				Vendor Total:	**371.68**
1474-CPM EDUCATIONAL PROGRAM IN	512141219	PO-190162	9781603281942 CORE CONNECT	0100-00000-0-1110-1000-430000-000-00	492.42
				Warrant Total:	**492.42**
				Vendor Total:	**492.42**

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si--Id	Amount
1208-CULLIGAN INC.	512146780	PO-190050	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-8100-560000-000-00	78.00
				Warrant Total:	**78.00**
				Vendor Total:	**78.00**
389-CUMMINS PACIFIC LLC	512141220	PV-190028	BUS 1 REPAIR	0100-07230-0-0000-3600-560005-000-00	1,889.82
				Warrant Total:	**1,889.82**
				Vendor Total:	**1,889.82**
603-DISCOUNT SCHOOL SUPPLY INC	512141221	PO-190004	TEMSTK42 COLORATIONS TE	0100-00000-0-1110-1000-430000-100-55	240.21
				Warrant Total:	**240.21**
				Vendor Total:	**240.21**
1363-DOCUMENT TRACKING SERVICES	512146781	PO-190185	LCAP 2018-2019 SPANISH TRA	0100-31500-0-0000-2700-580000-000-00	1,253.75
				Warrant Total:	**1,253.75**
				Vendor Total:	**1,253.75**
1632-DOMINO EVENTS	512141222	PO-190172	REGISTRATION FEE FOR EVEL	0100-11000-0-0000-2700-520000-000-41	500.00
				Warrant Total:	**500.00**
				Vendor Total:	**500.00**
1059-DOUBLETREE HOTEL SACRAMENT	512141223	PO-190173	ROOM RESERVATION FOR EV	0100-11000-0-0000-2700-520000-000-41	401.80
				Warrant Total:	**401.80**
				Vendor Total:	**401.80**
114-ENVIROCLEAN INC	512146782	PV-190032	MAINT SUPPLIES	0100-81500-0-0000-8100-430018-000-00	410.31
				Warrant Total:	**410.31**
				Vendor Total:	**410.31**
122-FOCUS PACKAGING AND SUPPLY I	512146783	PV-190033	CUSTODIAL SUPPLIES	0100-81500-0-0000-8100-430006-000-00	61.76
				Warrant Total:	**61.76**
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127-FRESNO COUNTY SUPERINTENDEN	512141224	PO-190109	REGISTRATION FOR BRAD SH	0100-31500-0-1110-1000-520000-000-00	750.00
		PO-190110	REGISTRATION FEE FOR OSA	0100-31500-0-1110-1000-520000-000-00	400.00
		PO-190181	2018-2019 OPEN PURCHASE OR	0100-09000-0-0000-2420-580010-000-92	3,960.00
		PO-190166	REGISTRATION FEE FOR MAR	0100-09000-0-1110-1000-580014-000-00	300.00
		PO-190166	REGISTRATION FEE FOR MAR	0100-09000-0-1110-1000-580014-000-00	300.00
		PO-190166	REGISTRATION FEE FOR MAR	0100-09000-0-1110-1000-580014-000-00	300.00
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	512146784	PO-190181	2018-2019 OPEN PURCHASE OR	0100-09000-0-0000-2420-580010-000-92	4,690.00

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587-FRESNO PRODUCE INC	512141225	PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	482.29
		PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	403.09
		PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	19.25
		PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	337.65
		PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	247.20
				Warrant Total:	**1,489.48**
	512146785	PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	19.25
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		PO-190140	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	616.15
				Warrant Total:	**778.50**
				Vendor Total:	**2,267.98**
1630-GOMEZ, CRYSTAL	512146786	PV-190039	AERIES CONF 10/7-9 SACRAME	0100-11000-0-0000-2700-520000-000-43	190.29
		PV-190039	AERIES CONF 10/7-9 SACRAME	0100-11000-0-0000-7150-520000-000-43	81.55
				Warrant Total:	**271.84**
				Vendor Total:	**271.84**
145-GOPHER SPORTS CO.	512141226	PO-190039	02-178 ACHIEVE ELEMENTAR	0100-00000-0-1110-1000-410001-000-00	1,045.26
				Warrant Total:	**1,045.26**
				Vendor Total:	**1,045.26**
1368-GOTTSCHALK MUSIC CENTER	512141227	PO-190103	FCR012 JUNO CLARINET REED	0100-09000-0-1155-1000-430000-000-75	135.79
				Warrant Total:	**135.79**
				Vendor Total:	**135.79**
1497-HERNANDEZ, JESUS C	512146787	PV-190031	UNITY CONF 10/3-6	0100-11000-0-0000-2700-520000-000-76	324.35
		PV-190031	UNITY CONF 10/3-6	0100-11000-0-0000-7150-520000-000-76	139.00
				Warrant Total:	**463.35**
				Vendor Total:	**463.35**
996-HOUGHTON MIFFLIN	512146788	PO-190146	9780544258792 HOUGHTON MII	0100-00000-0-1110-1000-410001-000-00	236.47
				Warrant Total:	**236.47**
				Vendor Total:	**236.47**
1432-HRDIRECT	512146789	PO-190204	2018-2019 POSTER GUARD 1 YE	0100-00000-0-0000-7300-430014-000-45	141.44
				Warrant Total:	**141.44**

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1425-HULA NETWORKS INC	512146790	PO-190025	851-3025-3000 SLED ENDUSER	0100-00000-0-0000-2420-580000-000-00	3,078.00
				Warrant Total:	**3,078.00**
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1034-HYATT REGENCY SANTA CLARA	512146791	PO-190189	ROOM RESERVATION FOR KI	0100-31500-0-1110-1000-520000-000-00	570.57
		PO-190189	ROOM RESERVATION FOR KI	0100-31500-0-1110-1000-520000-000-00	570.57
				Warrant Total:	**1,141.14**
				Vendor Total:	**1,141.14**
1381-JW PEPPER AND SON INC	512146792	PO-190184	2475525 PIONEER SONGS ARR	0100-09000-0-1155-1000-430000-000-75	133.85
				Warrant Total:	**133.85**
				Vendor Total:	**133.85**
1447-KAMRAN AND COMPANY INC	512146793	PO-190144	EMU244278V4580 PLASTIC SH	1300-53100-0-0000-3700-430008-000-00	934.39
				Warrant Total:	**934.39**
				Vendor Total:	**934.39**
190-LAKESHORE LEARNING MATERIAL	512146794	PO-190165	RR631 DRAW AND WRITE JOU	0100-09000-0-1110-1000-430000-000-00	202.84
				Warrant Total:	**202.84**
				Vendor Total:	**202.84**
195-LINGER PETERSON & SHRUM	512146795	PO-190122	2018-2019 FEE FOR AUDITING	0100-00000-0-0000-7191-580005-000-00	2,700.00
				Warrant Total:	**2,700.00**
				Vendor Total:	**2,700.00**
1634-LUCERO, STANLEY	512146796	PO-190206	FAMILY LITERACY NIGHT	0100-40350-0-1110-1000-580000-000-00	500.00
				Warrant Total:	**500.00**
				Vendor Total:	**500.00**
205-MANGINI ASSOCIATES INC	512146797	PV-190034	AUG NEW CONST PROJ	0100-90400-0-0000-8500-620002-000-18	3,587.40
				Warrant Total:	**3,587.40**
				Vendor Total:	**3,587.40**
1415-MCGRAW HILL SCHOOL EDUCATI(	512141228	PO-190076	978-0076767892 WONDERS REA	0100-00000-0-1110-1000-410001-000-00	662.24
				Warrant Total:	**662.24**
				Vendor Total:	**662.24**
220-MISSION LINEN SUPPLY INC.	512141229	PO-190141	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	83.28
		PO-190141	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	83.28

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				Warrant Total:	**166.56**
	512146798	PO-190141	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-8100-550005-000-00	83.28
				Warrant Total:	**83.28**
				Vendor Total:	**249.84**
1280-P & R PAPER SUPPLY COMPANY I	512141230	PO-190136	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-430008-000-00	362.79
				Warrant Total:	**362.79**
	512146799	PO-190136	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-430008-000-00	487.20
				Warrant Total:	**487.20**
				Vendor Total:	**849.99**
385-PACIFIC GAS & ELECTRIC INC	512141231	PO-190124	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	96.47
		PO-190124	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	2,286.97
		PO-190124	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	2,554.90
		PO-190124	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	306.85
		PO-190124	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550001-000-00	2,948.20
				Warrant Total:	**8,193.39**
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1486-PEARSON EDUCATION INC	512141232	PO-190038	9780134161020 QUALITATIVE R	0100-65000-0-5770-1120-430000-000-68	97.25
				Warrant Total:	**97.25**
				Vendor Total:	**97.25**
258-PRODUCERS DAIRY FOOD INC.	512141233	PO-190138	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	489.03
				Warrant Total:	**489.03**
	512146800	PO-190138	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	425.16
		PO-190138	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	500.73
				Warrant Total:	**925.89**
				Vendor Total:	**1,414.92**
1312-ROBERT V. JENSEN INC.	512146801	PO-190158	2018-2019 OPEN PURCHASE OR	0100-07230-0-0000-3600-430009-000-00	783.15
		PO-190158	2018-2019 OPEN PURCHASE OR	0100-07230-0-0000-3600-430009-000-00	947.09
				Warrant Total:	**1,730.24**
				Vendor Total:	**1,730.24**
1422-S&S WORLDWIDE INC	512141234	PO-190009	W11163 TACHIKARA KICKBAL	0100-11000-0-1110-1000-430000-000-00	999.80
				Warrant Total:	**999.80**
				Vendor Total:	**999.80**

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1362-SCHOOL FOOD CONSULTANTS GR(	512141235	PO-190128	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-580000-000-85	2,403.50
				Warrant Total:	**2,403.50**
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376-SCHOOL SPECIALTY INC	512146802	PO-190148	5600 ISPIRE SUBSCRIPTION AS	0100-65000-0-5770-1120-410001-000-00	325.00
		PO-190034	9-1272724-195 REACT 2 BALLS :	0100-11000-0-1110-1000-430000-000-00	84.00
		PO-190034	9-1272724-195 REACT 2 BALLS :	0100-11000-0-1110-1000-430000-000-00	45.34
				Warrant Total:	**454.34**
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1263-SPARKLETTS	512146803	PO-190130	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550009-000-00	60.12
				Warrant Total:	**60.12**
				Vendor Total:	**60.12**
1193-SSDA INC	512146804	PO-190175	REGISRATION FEE FOR MR. J	0100-11000-0-0000-2700-520000-000-76	105.00
		PO-190175	REGISRATION FEE FOR MR. J	0100-11000-0-0000-7150-520000-000-76	45.00
				Warrant Total:	**150.00**
				Vendor Total:	**150.00**
810-SUNBELT RENTALS INC	512146805	PV-190035	SCISSORLIFT RENTAL	0100-81500-0-0000-8100-560011-000-00	359.07
				Warrant Total:	**359.07**
				Vendor Total:	**359.07**
203-SYSCO FOOD SERVICE OF CENTRA	512141236	PO-190183	2018-2019 OPEN PURCHASE OR	0100-00000-0-0000-7110-430014-000-00	32.00
				Warrant Total:	**32.00**
	512141237	PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	297.48
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	1,067.18
				Warrant Total:	**1,364.66**
	512146806	PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	399.88
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	2,539.91
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	25.79
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-07	537.55
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	2,495.25
		PO-190137	2018-2019 OPEN PURCHASE OR	1300-53100-0-0000-3700-470001-000-00	26.10
				Warrant Total:	**6,024.48**
				Vendor Total:	**7,421.14**
1283-THOMPSON, BETTY W	512146807	PO-190145	2018-2019 OPEN PURCHASE OR	0100-00000-0-0000-7300-580000-000-00	756.00
				Warrant Total:	**756.00**

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				Vendor Total:	**756.00**
1284-TULARE COUNTY OFFICE OF ED	512146808	PO-190188	REGISTRATION FEE FOR AMY	0100-42030-0-1110-1000-520000-000-00	225.00
		PO-190188	REGISTRATION FEE FOR AMY	0100-42030-0-1110-1000-520000-000-00	225.00
		PO-190188	REGISTRATION FEE FOR AMY	0100-42030-0-1110-1000-520000-000-00	225.00
		PO-190179	ELD PL WORK SESSIONS W/TE	0100-42030-0-1110-1000-580000-000-00	17,625.00
				Warrant Total:	**18,300.00**
				Vendor Total:	**18,300.00**
1129-U.S. BANK NATIONAL ASSOCIATIO	512141238	PV-190029	GRAY CLASS SUPPLIES	0100-00000-0-1110-1000-430000-200-64	72.94
		PV-190029	YRBK SUPPLIES	0100-11000-0-1110-1000-430000-000-00	380.79
		PO-190107	EXPO 1921062 LOW ODOR DR	0100-00000-0-1110-1000-430000-100-65	32.15
		PV-190029	DIAZ COMPUTER	0100-00000-0-0000-2700-440002-000-00	1,454.59
		PV-190029	CRUZ UNITY CONF	0100-11000-0-0000-2700-520000-000-76	270.46
		PV-190029	CRUZ UNITY CONF	0100-11000-0-0000-7150-520000-000-76	115.91
				Warrant Total:	**2,326.84**
				Vendor Total:	**2,326.84**
1568-VALERO FLEET SERVICES INC	512146809	PO-190132	2017-2018 OPEN PURCHASE OR	0100-07230-0-0000-3600-430009-000-00	212.54
				Warrant Total:	**212.54**
				Vendor Total:	**212.54**
356-VALLEYPBS	512146810	PO-190205	2018-2019 FOGGY DAY BILLIN	0100-00000-0-0000-7200-580016-000-00	500.00
				Warrant Total:	**500.00**
				Vendor Total:	**500.00**
1377-VERIZON WIRELESS	512146811	PO-190133	2018-2019 OPEN PURCHASE OR	0100-00000-0-0000-8100-590006-000-00	23.15
				Warrant Total:	**23.15**
				Vendor Total:	**23.15**
362-WASHINGTON COLONY	512146812	PV-190038	OMEGAMAN ASSEMBLY	0100-09000-0-1110-1000-580000-000-00	950.00
		PV-190036	MAIL MAPS ELECTION	0100-00000-0-0000-7200-590010-000-00	7.41
		PV-190037	MAIL PEREZ LTR	0100-00000-0-0000-7200-590010-000-00	6.70
				Warrant Total:	**964.11**
				Vendor Total:	**964.11**
967-WASTE MANAGEMENT/USA WAST	512141239	PO-190065	2018-2019 OPEN PURCHASE OR	0100-81500-0-0000-8100-550008-000-00	518.52
				Warrant Total:	**518.52**
				Vendor Total:	**518.52**
785-WELLS FARGO FINANCIAL LEASIN	512146813	PO-190066	2018-2019 OPEN PURCHASE OR	0100-11000-0-1110-1000-560008-100-82	553.15

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				Warrant Total:	**553.15**
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373-ZOOM IMAGING SOLUTIONS INC	512141240	PO-190135	2018-2019 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-100-82	1,027.05
				Warrant Total:	**1,027.05**
	512146814	PO-190067	2018-2019 OPEN PURCHASE OR	0100-11000-0-1110-1000-430000-200-84	323.87
		PO-190068	2018-2019 OPEN PURCHASE OR	0100-00000-0-0000-7200-430014-000-86	393.06
				Warrant Total:	**716.93**
				Vendor Total:	**1,743.98**

Total # of Warrants: **65** **Grand Total:** **89,422.40**

WCESD BOARD OF TRUSTEES ITEM NO. VI.A.2

DATE: October 9, 2018

SUBJECT TITLE: Injury & Illness Prevention Program (IIPP)

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve the Washington Colony Elementary School District's Injury & Illness Prevention Program (IIPP).

BACKGROUND

The Superintendent or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

CONSIDERATION

According to BP 4257, the district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7) The Final Draft of the Washington Colony Elementary School District follows for your review.

Moved by _____ Second _____

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

INJURY & ILLNESS PREVENTION PROGRAM

WASHINGTON COLONY SCHOOL DISTRICT

130 E. Lincoln Avenue
Fresno, CA 93706

Revised: October 2018

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Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the WASHINGTON COLONY SCHOOL DISTRICT to ensure a safe and healthy work environment for all of its employees. The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All employees of the WASHINGTON COLONY SCHOOL DISTRICT are governed by the procedures outlined in this manual, unless otherwise stipulated.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will serve as the District's SAFETY OFFICER and is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found at the District Office. Copies of the IIPP will be available at each district site and school location.

The IIPP will include the following topics: Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Correction, Accident/Injury Investigation, Training/Instruction, and Recordkeeping.

Responsibility

The Safety Officer Designation Form

The SAFETY OFFICER is the person responsible for implementing the WASHINGTON COLONY SCHOOL DISTRICT Schools' Injury and Illness Prevention Program.

The SAFETY OFFICER is responsible for occupational safety and health, and will assure that the WASHINGTON COLONY SCHOOL DISTRICT provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

APPROVED: Superintendent

_____**Jesus Cruz**_____**Date**__10/09/18_____

ACCEPTED: Safety Officer

_**Jeff Dronyk/Director of Maintenance & Transportation** Date__10/09/18_____

ACCEPTED: _____Board Approved_____

_____ Date__10/09/18_____

The Safety Officer

The SAFETY OFFICER will serve as the Injury & Illness Prevention Program Coordinator for the WASHINGTON COLONY SCHOOL DISTRICT. The Injury & Illness Prevention Program Coordinator/Safety Officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program
3. Providing advice and guidance to WASHINGTON COLONY SCHOOL DISTRICT management and supervisors
4. Communicating safety objectives
5. Developing and/or assisting in the development of employee training programs
6. Presiding over the WASHINGTON COLONY SCHOOL DISTRICT Safety Committee
7. Reviewing all accident reports and investigations
8. Serving as liaison between management and outside safety agencies
10. Maintaining records as prescribed by the Recordkeeping Section of the Injury & Illness Prevention Program

Principal and Supervisor Responsibilities

WASHINGTON COLONY SCHOOL DISTRICT's Principals and Supervisors are responsible, where appropriate, for specific elements of the Injury and Illness Prevention Program. Principals and Supervisors play an integral role within the Injury & Illness Prevention Program. Principals and Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the Principals and Supervisors set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Principals and Supervisors:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff
3. Providing employees with safety training and job instruction
4. Providing written documentation of employee training and instruction for employees in their area of responsibility
5. Providing planned safety meetings or "safety talks"
6. Ensuring compliance with applicable federal, state, and local safety codes. Cal/OSHA safety regulations can be found in the California Code of Regulations, Title 8, by applicable topic. These regulations can be accessed via the Internet at http://www.dir.ca.gov/title8/index/T8index.asp. The JPA Risk Manager may be contacted as a resource for compliance based inquiries
7. Conducting Accident/Injury Investigations
8. Taking any reasonable action necessary to prevent injuries when an immediate danger exists
9. Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area
10. Providing and maintaining a clean and hazard-free work area
11. Providing safety orientation and job instruction to supervised employees
12. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility
13. Conducting safety observations of employee safe work practices
14. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline
15. Maintaining emergency readiness
16. Ensuring employees receive prompt medical treatment for all injuries

Employee Responsibilities

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the WASHINGTON COLONY SCHOOL DISTRICT
2. Wearing appropriate personal protective equipment as required and provided by the WASHINGTON COLONY SCHOOL DISTRICT
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately, including first aid only injuries
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs
8. Adhering to all the equipment, tool, furniture and supply manufacturers' safety guidelines as it applies to its safe use, operation and storage.
9. Report work orders in a timely manner to the Director of Maintenance & Transportation.
10. Adhering to any Worker's Compensation restrictions and guidelines in order to avoid any further injuries

Compliance

Washington Colony School District Commitment

The WASHINGTON COLONY SCHOOL DISTRICT is committed to providing all employees a safe and healthy work environment.

The WASHINGTON COLONY SCHOOL DISTRICT maintains an open door policy, allowing all employees to communicate any safety concerns without fear of repercussion.

Furthermore, the WASHINGTON COLONY SCHOOL DISTRICT is committed to providing full cooperation with any outside safety agency during the course of any inspection or audit.

Board Policy Reference # - ***BP/AR 4157, 4257, 4357 Personnel-Employee Safety***

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate occupational injuries and illnesses of employees. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program. Conversely, employees that violate any safety policy, procedure, rule and/or regulation may be subject to disciplinary action.

Disciplinary Action

The WASHINGTON COLONY SCHOOL DISTRICT will utilize appropriate disciplinary action for employees who violate WASHINGTON COLONY SCHOOL DISTRICT safety policies, rules, and procedures, or for employees who require any counseling as a result of unsafe work practices.

Communication

General Information

The WASHINGTON COLONY SCHOOL DISTRICT recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The system of communication regarding safety and health at the WASHINGTON COLONY SCHOOL DISTRICT consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

There are several means of communication to employees about the District's safety practices in its IIPP. One mean is through training of employees, either by in-person training, online training, safety videos, safety talks, or seminars. The other means are through the dissemination of safety information, such as the use of posted or distributed safety information.

Managers and supervisors are responsible for communication with all employees about occupational safety and health issues in a manner or form readily understandable by all employees. Likewise, employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the WASHINGTON COLONY SCHOOL DISTRICT Schools. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program should be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation and where copies of the written plan are located. All employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary.

Any employee who may have comments and/or suggestions is encouraged to provide feedback regarding the program to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION for consideration.

Hazard Assessment

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees. There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions.

Normal wear and tear is the constant process in which equipment and facilities deteriorate. Routine evaluations of equipment and areas can detect hazardous conditions before they cause injury.

Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Additionally, employees may leave their work area untidy, which can contribute to a dangerous environment.

Regular hazard identification and assessment can minimize the quantity and severity of hazards to which employees may become exposed. Safety Evaluations and Hazard Analysis are tools utilized by the WASHINGTON COLONY SCHOOL DISTRICT to identify hazards.

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.

Safety Walks

Principals and Supervisors shall conduct safety walks periodically in their area of responsibility. Principals and Supervisors are encouraged to continuously monitor their areas during the work day for safety hazards and report safety concerns to the DISTRICT SUPERINTENDENT/PRINCIPAL.
The Principal and/or Supervisor, along with site staff will review all safety walks and initiate corrective action via the district's work order system.

Safety Evaluations

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION shall conduct safety evaluations annually.

Safety evaluations must be documented. All documentation shall be forwarded to the DISTRICT SUPERINTENDENT/PRINCIPAL.

The SAFETY OFFICER will review the safety evaluations and investigate long-term solutions to recurring hazards.

Safety Inspections

The WASHINGTON COLONY SCHOOL DISTRICT has site safety inspections conducted every three years via an outside consultant. Approximately six months after the conclusion of the inspection, a visit is paid to the district to obtain information regarding the status of priorities 1 and 2. Also, approximately 18 months after the three year inspection is conducted, middle school and high school industrial arts, AG, science, and art facilities are inspected again.

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor. Employees may use the district's work order system to report unsafe work conditions or practices.

Employees may also use the *Report of Unsafe Condition or Hazard Form* to report unsafe work conditions and practices. Employees should forward the completed form to their supervisor for review and appropriate action. The *Report of Unsafe Condition or Hazard Form* may be obtained from the WCESD Front Office or District Website: www.washingtoncolony.k12.ca.us, and can be submitted anonymously.

It is the policy of the WASHINGTON COLONY SCHOOL DISTRICT to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable.

Conversely, employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of WASHINGTON COLONY SCHOOL DISTRICT policy.

The WASHINGTON COLONY SCHOOL DISTRICT is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the WASHINGTON COLONY SCHOOL DISTRICT to correct those conditions.

Hazard Correction

Hazard Correction Responsibilities

Superintendent
The SUPERINTENDENT is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Director of Maintenance, Operations, and Transportation
The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

Any safety-related work requests should be given the highest priority to ensure prompt correction.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will review all reports of unsafe/unhealthy work conditions on a regular basis to determine the development of any patterns.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

Principals and Supervisors
Upon the identification of an unsafe/unhealthy work condition or practice, the Principals and/or Supervisors will initiate the appropriate corrective action by way of a work order or communication with the appropriate department.

Principals and Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, as well as notifying the necessary persons responsible for taking required action to correct the hazard.

Principals and Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the Principals and/or Supervisor to correct should be immediately reported to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION.

Principals and Supervisors are also responsible for taking temporary precautions until corrections can be made. Principals and Supervisors shall provide a status report to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION when a temporary correction has been made.

Employees
All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Hazard Correction Follow-Up

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard should follow up with their supervisors regarding the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Principals and Supervisors and reported to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION.

In the event an unreasonable delay in correcting safety hazards occurs, the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION should inquire with the necessary personnel the status of the work and report any pertinent information back to the Principal and/or Supervisor.

Once a reported hazard has been corrected, Principals and Supervisors should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Access should only be permitted upon the approval of the persons responsible for the area.

Accident Investigation

Supervisor Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the WASHINGTON COLONY SCHOOL DISTRICT 'S *Supervisor's Report of Injury or Illness.* Supervisors will retain a copy and supply a separate copy to the appropriate department. These reports are subject to review by the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION. All Workers' Compensation forms are available at the WCESD main office.

Written reports of investigations should be as complete as possible. The most accurate, thorough reports record the sequence of events, noting each event in the order in which it occurred.
A complete, factual report includes information based on these questions:

- WHO was injured and/or WHAT was damaged?
- HOW did the accident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons and/or equipment were involved?
- WHY did the accident happen?
- WHAT could and should have been done to prevent it?
- HOW can similar accidents be avoided in the future?

Procedures for investigating employee injures include:

1. **Visiting the accident scene as soon as possible.**
   This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.

2. **Interviewing injured workers and witnesses.**
   Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.

3. **Examining the workplace for factors associated with the accident.**
   It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. **Determining the cause of the accident.**
   Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

5. **Taking corrective action to prevent the accident from recurring.**
   Immediate and complete corrective action is essential.

6. **Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report.**
   Attach all necessary information to the investigation report.

Outside Agency Investigation

Serious injuries and fatalities may be investigated by agencies outside of the WASHINGTON COLONY SCHOOL DISTRICT in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the WASHINGTON COLONY SCHOOL DISTRICT attorney may desire to investigate serious accidents and fatalities.

The WASHINGTON COLONY SCHOOL DISTRICT will cooperate with and assist outside agencies during the course of these investigations.

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the DISTRICT SUPERINTENDENT/PRINCIPAL. Immediately means as soon as practically possible but not longer than 8 hours after the WASHINGTON COLONY SCHOOL DISTRICT knows or with diligent inquiry would have known of the death, serious injury, or illness. If the WASHINGTON COLONY SCHOOL DISTRICT can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

When making such report, the following information should be reported, if available:

(1) The time and date of the accident or event
(2) The WASHINGTON COLONY SCHOOL DISTRICT Schools' name, address, and telephone number
(3) The name and job title of the person reporting the accident or event
(4) The address of the site of the accident or event
(5) The name of person to contact at the site of the accident or event.
(6) The name(s) and address (es) of any injured employee(s)
(7) The nature of the injury
(8) The location where injured employee(s) was/were moved to
(9) The identities of other law enforcement agencies present at the site of the accident or event
(10) A description of the accident or event and whether the accident/event scene or instrumentality has been altered

California Division of Occupational Safety and Health Enforcement Office in Fresno

Phone (559) 445-5302

Mariposa Street, Ste. 4000 Fresno, CA 93721
Fax (559) 445-5786

Training & Instruction

Training Programs

The WASHINGTON COLONY SCHOOL DISTRICT is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the WASHINGTON COLONY SCHOOL DISTRICT to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos or DVDs, safety literature, hands-on examples, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will periodically review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

Initial Job Instruction

Initial job instruction (or job position safety orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. It covers such topics as general hazards, cleanliness and housekeeping responsibilities, and appropriate general safety rules. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position, safety training is essential.

When Employees move to new occupations, they are confronted with an entirely new workstation and a new set of safety hazards.

Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. These are overviewed in an employee-specific orientation for hazardous operations. During this orientation, the employee's supervisor will cover specific hazards of the job and necessary precautions.

Information to be included during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area

Safety Talks

Planned Safety Talks

Planned safety talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules. These are designed to be short five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of each talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct these safety talks.

Planned safety talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard. If a new substance, process, procedure or piece of equipment presenting a new hazard is not introduced, supervisors may schedule regular safety talks at a frequency that best suits the operations of the department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case.

Recordkeeping

There are several forms of documentation that must be retained for recordkeeping purposes:

Safety Evaluation Documentation

- Safety evaluation documentation will be maintained by the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION
- Safety evaluation documentation should include the name(s) of the person(s) conducting the evaluation
- Safety evaluation documentation should include any unsafe conditions or work practices
- Safety evaluation documentation should include corrective actions
- Safety evaluation documentation should be maintained for no less than three (3) years

Safety Training Documentation

- DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION or designee will maintain safety training documentation for a period of no less than three (3) years
- Safety training documentation should include the employee's name, training dates, type of training, and training providers
- Online safety training documentation is also available via the District's Online Training Resource

Employee Injury Reports/Supervisor Accident Investigation Reports

- The DISTRICT SUPERINTENDENT/PRINCIPAL will maintain Employee Injury Reports and Supervisor Accident Investigation Reports
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained at the WCESD Main Office
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall be kept for the duration of the employee's employment

Appendix

Report of Unsafe Condition or Hazard Form

Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this District, or to request assistance from the District Safety Committee or District Safety Officer. You may report conditions or hazards anonymously. Send completed form to your Supervisor.

Name :_____(optional) Date: _____

Department :_____(optional)

Phone/Email: _____ (optional)

Name Hazard:
Location of Hazard
How Can This Hazard Be Corrected?

Note: All workplace safety concerns communicated to your management team are strictly confidential. Under no circumstances shall the employee be reprimanded or be retaliated against for making the District aware of any safety hazard.

Employee's Report Of Injury Or Illness

Return this form to your supervisor

Employee's name _____

Job Position/Title _____

Shift hours _____ Days off _____ Supervisor's name _____

_____

Date and time of injury or illness _____ Location _____

_____

Task being performed when injury occurred _____

_____

Date and time injury or illness reported _____ To whom? _____

_____

Name(s) of witness (es) _____

_____

Describe how the injury or illness occurred:

_____

_____

_____

What part of the body was affected?

_____

Describe the injuries or illness in detail:

_____

_____

_____

_____

_____

Date, time you first sought medical attention:

_____

Name of doctor and/or hospital:

_____

Could anything be done to prevent occurrences of this type? If so, what?

_____

_____

_____

_____ _____

Signature of Employee Date

Supervisor's Report Of Injury Or Illness

Return this form and the Employee's Report of Injury or Illness to the departmental safety officer

Employee's name _____

Job position/title _____ Supervisor's name _____

Date and time of injury or illness _____ Location _____

Task being performed when injury occurred _____

_____

Date and time injury was reported to you _____

Name(s) of witness(es) _____

_____

Accident resulted in: Injury _____ Fatality _____ Property damage _____

First aid given? _____ Medical treatment required? _____ Workdays lost _____

Describe how the injury or illness occurred:

_____

_____

_____

_____

What actions, events, or conditions contributed most directly to this injury or illness?

_____

_____

_____

_____

Could anything be done to prevent occurrence of this type? If so, what?

_____

_____

_____

_____

_____ _____

Signature of Supervisor Date

_____ _____

Signature of Safety Officer Date

Comments:

_____

_____

_____

Quarterly Safety Walk Checklist

Inspection date: _____

Location: _____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?				
2	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?				
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?				
Building Conditions		**Yes**	**No**	**NA**	**Comments**
4	Is the building free of apparent leaks or other obvious water intrusion?				
Doors, Exits, and Means of Egress		**Yes**	**No**	**NA**	**Comments**
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?				
6	Is the site emergency evacuation map posted near all classroom and/or office doors?				
Emergency Action Equipment & Systems		**Yes**	**No**	**NA**	**Comments**
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?				
8	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?				
Mechanical and Utility Systems		**Yes**	**No**	**NA**	**Priority** / **Comments**
9	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering?				
10	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?				
11	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?				
Chemicals and Chemical Storage		**Yes**	**No**	**NA**	**Comments**
12	Are hazardous chemicals properly stored?				
13	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?				

Housekeeping and Storage Practices		**Yes**	**No**	**NA**	**Comments**
14	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?				
15	Are mechanical and electrical utility rooms free of inappropriate storage?				
General Conditions – Other		**Yes**	**No**	**NA**	**Comments**
16	Poster titled "Report Suspected Child Abuse and Neglect" is visible on site?				
17	Are safety posters visible in each staff room and workroom?				
18	Is the site free of graffiti or other signs of vandalism?				
19	Are other general conditions free of apparent hazards or concerns?				

Annual Safety Evaluation Checklist

Inspection date:_____

Location:_____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments
1	Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?				
2	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?				
3	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?				
4	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?				
5	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?				
6	Are fences and gates of an appropriate type and condition?				
Building Conditions		**Yes**	**No**	**NA**	**Comments**
7	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?				
8	Do building structures and finish materials appear to be in good condition and free of visible deterioration?				
9	Is the building free of substandard or improvised construction?				
10	Do doors, windows, and glass appear to be of an appropriate type and condition?				
11	Was the building free of apparent leaks or other obvious water intrusion?				
12	Do walls and ceilings appear to be of an appropriate type and condition?				
13	Are floors and floor coverings of an appropriate type and condition?				
14	Are stairs and ramps in good condition and equipped with handrails where required?				
15	Are movable walls and partitions in good condition, properly inspected, and maintained?				
Doors, Exits, and Means of Egress		**Yes**	**No**	**NA**	**Comments**
16	Are exits and exit paths unobstructed and regularly inspected, and are doors free of				

	inappropriate locks?					
17	Are "EXIT" and "NOT AN EXIT" signs installed?					
18	Is emergency lighting provided as required, and is it properly maintained?					
19	Is the site emergency evacuation map posted near all classroom and/or office doors?					
20	Are fire doors and fire curtains inspected, functional, and properly maintained?					
Emergency Action Equipment & Systems		**Yes**	**No**	**NA**	**Comments**	
21	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?					
22	Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?					
23	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?					
24	Are fire hoses and standpipe systems properly inspected, maintained, and unobstructed?					
25	Are employees familiar with the location and operation of alarm and fire protection systems?					
26	Is emergency communication and broadcast equipment available, such as public announcement systems and radios?					
Mechanical and Utility Systems		**Yes**	**No**	**NA**	**Priority**	**Comments**
27	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?					
28	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?					
29	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?					
30	Are electrical fixtures properly installed, properly protected, and free of damage?					
31	Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?					
32	Are plumbing systems and fixtures in good condition and free from damage or leaking?					
33	Are boilers and water heaters in apparently good condition, strapped or anchored to prevent horizontal displacement during					

	earthquakes, and equipped with properly installed relief valves?				
34	Are gas-fired water heaters and suspended heaters equipped with flexible gas connections and properly vented?				
35	Are utility meters, gas tanks, and other utilities protected from damage?				
36	Are employees familiar with emergency utility shutoff procedures?				
37	Are elevators and/or access lifts in good condition, free of hazards, and permitted and maintained?				
Chemicals and Chemical Storage		**Yes**	**No**	**NA**	**Comments**
38	Are hazardous chemicals properly stored?				
39	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?				
40	Are pesticides properly applied by authorized personnel?				
41	Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?				
42	Are employees familiar with the location and use of Safety Data Sheets?				
43	Are flammable liquids properly stored?				
44	Are compressed gases properly stored?				
Housekeeping and Storage Practices		**Yes**	**No**	**NA**	**Comments**
45	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?				
46	Are mechanical and electrical utility rooms free of inappropriate storage?				
47	Are shelving units anchored to the wall or floor to prevent falling?				
48	Are heavier items stored within the optimum lifting zone to prevent top-heavy arrangements or lifting injuries, and are bulky items stored on lower shelves or on the floor?				
49	Are landings and stairs free of storage?				
50	Are the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?				
51	Are important records and other sensitive items secured and stored above the floor or ground level to prevent water damage?				
General Conditions – Other		**Yes**	**No**	**NA**	**Comments**
52	Is the site free of graffiti or other signs of vandalism?				
53	Are other general conditions free of apparent hazards or concerns?				

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3.a
DATE: October 9, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve the SchoolWorks, Inc. Base Fee Renewal Service Agreement including additional fees for the Preparation Forms for the Modernization Project at Washington Colony Elementary School District.

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

Approve the SchoolWorks, Inc Base Fee Renewal Service Agreement including additional fees for the Preparation Forms for the Modernization Project at Washington Colony Elementary School District.

FINANCIAL IMPACT:

Base Fee: $3000.00

Preparation Form SAB 50-01 (Enrollment Certification/Projection): $1,500.00

Preparation Form SAB 50-03 (Eligibility Determination): $1,500.00

Preparation Form SAB 50-04 (Application for Design Funding): $1,500.00

Total Amount: $7,500.00

FUNDING SOURCE:

General Fund (0100)

Moved by _____ Second _____

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

SchoolWorks, Inc.
8331 Sierra College Blvd. Suite 221
Roseville, CA 95661
916.733.0402

Invoice

Date	Invoice #
9/25/2018	2946

Bill To

Washington Colony Elementary
Attn: Accounts Payable
130 East Lincoln Avenue
Fresno, CA 93706

Terms	Due Date
Net 30	10/25/2018

Description	Amount
Base Fee: Assistance and guidance will be provided to the District in understanding the submittal requirements and for determining the best application submittal strategies and options for maximizing School Facilities Program Eligibility and State Funding within the State School Building Program.	3,000.00
Preparation of Form SAB 50-01 (Enrollment Certification/Projection) for a Modernization Project at Washington Colony Elementary School - Project Tracking Number 62513-007 - OPSC Application Number 57/62513-00-002	1,500.00
Preparation of Form SAB 50-03 (Eligibility Determination) for a Modernization Project at Washington Colony Elementary School - Project Tracking Number 62513-007 - OPSC Application Number 57/62513-00-002	1,500.00
Preparation of Form SAB 50-04 (Application for Design Funding) for a Modernization Project at Washington Colony Elementary School - Project Tracking Number 62513-007 - OPSC Application Number 57/62513-00-002	1,500.00
All documents delivered to the Office of Public School Construction on September 18, 2018	
See SchoolWorks Contract dated May 8, 2017	

Thank you for your business!!

EIN # 30-0008582

Phone #
(916) 733-0402

Web Site
www.SchoolWorksGIS.com

Total Balance $7,500.00

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3.b
DATE: October 9, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION
Approve the Shelco Industries Service Proposal to purchase new toilet partitions.

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
Approve the Shelco Industries Service Proposal to purchase new toilet partitions. Shelco Industries will furnish and install solid plastic, overhead braced toilet partitions (Comtec), for the renovated restroom, same as existing layout (two standards stalls in corner).

FINANCIAL IMPACT:
Contract Amount Estimated: ($3,513.00)

FUNDING SOURCE:
General Fund (0100)

Moved by _____ Second _____

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

Shelco Industries

5425 E. HOME AVE.
SUITE 101
FRESNO, CA 93727

TELEPHONE (559) 233-3763
FAX PHONE (559) 233-3766

QUOTE TRANSMITTAL SHEET

TRANSMITTAL DATE:	6/26/18
E-MAIL:	jeffdronyk@washington colony.org
TO:	Washington Colony Elementary
ATTENTION:	Jeff Dronyk
RE:	Toilet Partitions

For the lump sum of THREE THOUSAND FIVE HUNDRED THIRTEEN----------dollars ($3,513.00), we will furnish and install solid plastic, overhead braced toilet partitions (Comtec), for the renovated restroom, same as existing layout (two standard stalls in corner).

Above price includes;

1. Installation of new partitions
2. Sales tax

GENERAL TERMS AND CONDITIONS:

1. Terms net 30 days after substantial completion of our work.
2. Lead time for material is approximately four weeks after receipt of your order.
3. Prices are subject to change if not accepted within sixty (60) days from above date.
4. Orders may not be canceled after acceptance without written authorization in the event of cancellation; the order is subject to reasonable cancellation changes based on type of material and status of order with manufacture.
5. All permits, licenses, and fees are excluded unless specifically stated in the body of the quote.

Thank you in advance should this quote result in you favoring us with your contract.

FROM: Wade Hampton

Number of pages attached to this cover sheet: NONE (0)

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3.c
DATE: October 9, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION
Approve the Absolute Urethane Inc. Service Proposal for the removal of the 7FT wide gate and replace with a 4FT Self Closing Swing Gate.

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
Approve the Absolute Urethane Inc. Service Proposal for the removal of the 7ft wide gate and replace with a 4ft Self Closing Swing Gate. The service will also include the installation of a 4ft self-closing swing gate with push button opener wired to the main office. The remainder 3ft will be stationary. Both gate and 3ft section will have mesh. The gate will be furnished with double lock box & deadbolt. This on site work is to be performed on a Saturday.

FINANCIAL IMPACT:
Project Amount ($4,800.00)

FUNDING SOURCE:
General Fund (0100) and S&C Funds

Moved by _____ Second _____

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

ABSOLUTE INC.

COMMERCIAL ROOFING & PAINTING

Lic# 971744

Address	6614 S. Elm Avenue, Fresno, CA 93706
Toll Free	877-471-FOAM (3626)
Office	559-241-0160
Fax	559-227-2212
Email	luis@absoluteurethane.com

Date 8/23/2018

No. 69485

WORK ORDER

Bill To

Company	Washington Colony School District
Address	130 E. Lincoln Ave.
City/State/Zip	Fresno CA 93706
Name	
Phone	559 647 6750
Fax	559 233 9583
Email	jeffdronyk@washingtoncolony....

Job Location

Name	Washington Colony School
Address	District
City/State/Zip	130 E. Lincoln Ave.
Type/Structure	Fresno CA 93706

Qty	Description	Rep Rate	LH Total
	Removal of a 7-ft wide gate in front of the office door and replace with a 4-ft self-closing swing gate with push button opener wired to the main office. The remainder 3-ft to be stationary. Both gate and 3-ft section to have mesh Gate will be furnished with double lock box & deadbolt On site work to be performed on a Saturday	4,800.00	4,800.00
		Total	$4,800.00

Authorized Signature _____

Print Name _____ Date _____

*****All WORK ORDERS require an authorized signature prior to performing any services. Please sign on the space provided. Thank you.*****

Absolute Urethane strives to provide our customers with quality service, workmanship and materials at a competitive price. In doing so, we are confident our company will flourish through repetitive business and customer referrals.

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.3.d
DATE: October 9, 2018

SUBJECT TITLE: CONTRACTS/SERVICE AGREEMENTS

Action ___√___ Discussion _____ Information _____

RECOMMENDATION
Approve the Alert Medical Training, Inc. Service Proposal for the onsite Training for Basic CPR/FA/AED for 2018-19 school year.

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
Approve the Alert Medical Training, Inc. Service Proposal for the onsite Training for Basic CPR/FA/AED for 2018-19 school year. The service will provide participants (administration and classified staff) with CPR and First Aid trainings for a half-day on October 8, 2018.

FINANCIAL IMPACT:
Project Amount ($800.00)

FUNDING SOURCE:
General Fund (0100)

Moved by _____ Second _____

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

Alert Medical Training
2750 N. Clovis Ave., Ste. 105
Fresno, CA 93727
559-456-6006
info@alertmedicaltraining.com
www.alertmedicaltraining.com

Invoice

Alert Medical Training Inc.
Saving lives one day at a time

BILL TO
Evelyn Diaz
Washington Colony Elementary
130 E. Lincoln
Fresno, CA 93706

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7236	09/20/2018	$800.00	10/03/2018	3 day prior to class	

ACTIVITY	QTY	RATE	AMOUNT
MFA Basic CPR/FA/AED On Site Training: 130 E. Lincoln Ave, Fresno CA - Monday, October 8th from 8:00AM - 12:00PM (includes individual booklets and certification cards.	16	50.00	800.00

AMT agrees to provide training as outlined with in this invoice description.

BALANCE DUE **$800.00**

Additional students may add to the training at a cost of $50 per person. Arrangements must be made in advance with the Business Manager.

This class is confirmed unless further arrangements are approved by AMT.

AMT requires at least a 3 business day notice of class rescheduling or cancellations.

There are no refunds of monies paid. We will gladly work with you to reschedule when necessary.

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.4
DATE: October 9, 2018

SUBJECT TITLE: CONFERENCE ATTENDANCE

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Consider authorizing attendance participation for Superintendent/Principal Mr. Cruz to attend the ACSA 2018 Superintendents' Symposium Annual Education Conference in Monterey, California January 29 – February 1, 2019.

BACKGROUND

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The District' staff development program assists certificated staff in developing knowledge and skills, including the use of technology to enhance instruction.

Moved by _____ Second _____

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

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.1
DATE: October 9, 2018

SUBJECT TITLE: RESIGNATION

Action ___√___ Discussion _____ Information _____

RECOMMENDATION:

Ratify Superintendent's acceptance of resignation from Carolina Cruz, - Library Aide (Part – Time position).

BACKGROUND:

Any district employee who desires to resign his/her position must submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

Per Board Policy 4117.2 *Resignation* the Board has authorized the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

CONSIDERATION:

Carolina Cruz, Library Aide is resigning her position effective October 2, 2018.

Moved by _____ Second _____

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

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

130 E. LINCOLN AVENUE, FRESNO, CA 93706
PHONE: (559) 233-0706 FAX: (559) 233-9583

October 3, 2018

Carolina Cruz
Library Aide
Washington Colony Elementary

Dear Carolina Cruz,

This is to confirm receipt and acceptance of your letter of resignation, dated October 2, 2018, for the position of Library Aide, which is to be effective immediately as the receipt of your letter of resignation (last day of work 10/02/18).

It has been a pleasure having you as one of our employees and we wish you success in your future undertakings. Thank you for your service to the Washington Colony Elementary School District.

Best regards,

Jesus A. Cruz

Jesus Cruz
Superintendent/Principal

Jesus Cruz, Superintendent/Principal ~ Evelyn Diaz, Assistant Principal
Jeff Dronyk, Transportation & Maintenance Supervisor ~ Crystal Gomez, Administrative Assistant ~ Maria C. Rodriguez, Financial Manager
Board of Trustees: Gary Chavez ~ Robert E. Dack ~ Liz Faccinto ~ Peter L. Mathew ~ Rene Mendoza

WCESD BOARD OF TRUSTEES

ITEM NO. VI.B.2
DATE: October 9, 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: October 9, 2018

SUBJECT TITLE: CURRICULUM/INSTRUCTION/ASSESSMENT

Action ___√___ Discussion _____ Information _____

RECOMMENDATION
Ratify the Between Your Ears Entertainment, LLC Service Proposal for the State Testing Pep Rally Assembly in Spring 2019.

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
Ratify the Between Your Ears Entertainment, LLC Service Proposal for the State Testing Pep Rally Assembly in Spring 2019. The Students will have the opportunity to have a Academic Rally prior to the Spring SBAC testing.

FINANCIAL IMPACT:
Project Amount ($1,185.00)

FUNDING SOURCE:
S&C Funds

Moved by _____ Second _____

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

the morris brothers
WE STAND AS ONE TOUR

Contract / Invoice

Between Your Ears Entertainment, LLC agrees to perform the following 45-minute assembly:

Topic: State Testing Pep Rally Assembly
Date: April 9, 2019
Times: 1:00 pm & 2:00 pm
Location: Washington Colony Elementary

Please sign the contract / invoice below and fax back as soon as possible. Please mail out the 20% security deposit upon receiving this contract for the upcoming assembly concerts.

Please mail the remaining balance the week of, day of, or after the performance, via check, purchase order or credit card. Please make payment to **Between Your Ears Entertainment** and mail to:
3839 McKinney Ave, Suite #155-216, Dallas, TX 75204.

Travel expenses are included in the total fees below. Please check each item you agree to below.

____ Assembly Performance Total Fee.....**$1,185.00**
____ 20% security deposit of Total Fee.....**$237.00**
____ (1) copy will be emailed to you of the song – I Can Be a Superhero – to promote the concert.

Please check each option below signifying you have read, understand and agree.

1. **Equipment needed the day of the show from your school –**
   a. ___ (1) one 6 ft. table on stage

Any changes to this invoice must be agreed to by Between Your Ears Entertainment, LLC in writing.
PLEASE SIGN AND (FAX) BACK TO (323) 297-6002 upon signing of this agreement.

Jesus H. Cruz
School Signature

9/28/18
Date

Mark Culbertson
CEO / Chief Idea Guy

September 25, 2018
Date

Corporate Office # - (800) 326-5917
Fax - (323) 297-6002
Tax ID # - 03-0480674